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CLASS SECRETARIES
AND THEIR DUTIES
HENRY P. DE FOREST



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Cornell university. Cornell association of class secretaries

CLASS SECRETARIES AND THEIR DUTIES

BY

HENRY P. DE FOREST, M. D.

President of the Cornell Association of Class Secretaries



PUBLISHED BY THE
CORNELL ASSOCIATION OF CLASS SECRETARIES
ITHACA, NEW YORK
1913

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CORNELL CLASS SECRETARIES

ITHACA, JUNE 21, 1910

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Lower Row: JOHN H. COMSTOCK, '74; VERANUS A. MOORE, '87; FRANKLIN MATTHEWS, '83; WILLARD W. ROWLEE, '88; WILLIAM J. NORTON, '02; WILLIAM A. FINCH, '80; EDWIN GILLETTE, '73; WOODFORD PATTERSON, '95, EDITOR, "ALUMNI NEWS".

Inset: CHARLES H. TUCK, '06 HENRY P. DE FOREST, '84

BRITISH MUSEUM, LONDON

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PREFACE



THE Cornell Association of Class Secretaries has long felt that some permanent record should be made of the origin and growth of this Association, and some definite information prepared which would be of value to all Class Secretaries, and should serve to unify and standardize their work. This book has been prepared pursuant to the instructions of the Association in the hope that its suggestions may be of interest to all Class Officers and of some help to such as feel perplexed upon taking up their duties for the first time. Assistance has come from many sources, but it is a special pleasure for the writer to express his thanks to our honored and beloved friend, Andrew Dickson White, for his contribution to this work. To him the University and the Alumni owe more than to any other living man. The introduction which he has so kindly contributed is but another illustration of the interest which he always feels in any work, however small, which aims to benefit our Alma Mater.

Other Universities whose foundations were laid nearly as many centuries ago as Cornell has had decades of existence, long ago discovered that an active Association of Class Secretaries was one of the strongest ties to bind the Alumni to the University. To the Yale Association of Class Secretaries the writer feels especially indebted for the example they have set, for standards they have established, and the cordial coöperation they have given to our own Association in the organization of its work. The

excellent article, "The Class Secretary's Mission," by Mr. Frederick J. Shepard, Secretary of the Class of Yale '73, which appears in the Yale Handbook for Class Secretaries, is such a classic in its way that it has been reprinted with but slight modifications. The thanks of the writer are here expressed for the courtesy and permission thus accorded him.

It is a pleasure to mention, in addition, the assistance received from William J. Norton, '02, the first Secretary of the Association, Dr. Luzerne Coville, '86, Professor Willard W. Rowlee, '88, Mr. William F. Atkinson, '95, and Professor Charles H. Tuck, '06, for their cordial coöperation in the preparation of this little book.

HENRY P. DE FOREST.

NEW YORK CITY, DECEMBER, 1913.



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INTRODUCTION



ANDREW DICKSON WHITE

First President of Cornell University

IT IS difficult for me to realize that the day-dreams of Ezra Cornell and myself, as we stood together for the first time on the hilltop which has since become the Campus, and discussed plans for the University which now bears his name, have become realities within a single generation. The wooded ravines of Cascadilla and of Fall Creek were beautiful then as now, but the cleared land between was but a meagre pasture, furrowed by ancient glaciers and divided by rail fences, with only here and there a tree left standing in a soil apparently too scanty to be valuable. The Cascadilla Building of gray stone in the distance, and a few cottages and barns, were the only structures on these two hundred and fifty acres. The ideal so firmly fixed in the mind of Mr. Cornell of a University, with many buildings and with hundreds or perhaps thousands of students, seemed so remote as to be mere phantasy. The village of Ithaca, clustered among the trees of the valley below us, the wide sweep of the wooded hills beyond and the blue waters of Cayuga in the distance were vivid realities: but the University domain, which has now become increased to more than a thousand acres, with its scores of buildings, its towers and spires, its chiming bells and the hurrying crowds of its five thousand students, were as yet unthought of.

The growth of the University has indeed been phenomenal. Cornell is taking its place among the foremost institutions of the United States. Estimation of its work is shown by the ever increasing

numbers of students coming to it from every part of the civilized world. Steady efforts by those of our graduates who wish to make the work of their Alma Mater more and more effective and honorable are demanded in order to make the institution more truly what we all so strongly desire that it should be—a source of blessing and a just pride to our whole country.

With the conferring of degrees upon the first class, in 1869, a series of graduate organizations came into existence, and the Associate Alumni was naturally the first of these. Next, the need was felt for some Society to include a special representative from each class, and this resulted in the Cornell Association of Class Secretaries. Soon, also, the need for consolidation of Alumni efforts to aid in providing funds for University growth led to the plan of founding the Cornellian Council.

At my own Alma Mater, the Yale Association of Class Secretaries has been a pioneer and leader. It has been justly said: "The faithful class secretary has a right to rank himself among the men who erect buildings and endow professorial chairs of a University." It is a pleasure for me to express my appreciation of the work that the similar Association at Cornell is doing by keeping in touch with all former students of the University, by helping the Associate Alumni in their work and by providing the foundation upon which the Cornellian Council can build securely.

Having been informed by graduates whose hearts are especially interested that a more definite affiliation of these three organizations has now become a logical necessity, I have carefully considered several proposals for that purpose and have found all of them meritorious, and some of them apparently essential.

Without any purpose or desire to intrude upon the province of the graduates of the Institution, may I not be allowed to express the hope that these proposals may, at an early date, be brought before the proper bodies of the Alumni by the Class Secretaries and others, carefully discussed and, so far as they are found desirable and feasible, put into operation?

I desire to congratulate the Secretaries of the various Associations and the whole body of Alumni throughout the entire country—I should even say, throughout the world—upon this book now presented to them. It seems to me to reflect great credit especially upon Dr. de Forest and the gentlemen coöperating with him. He has wisely profited by the experience of others, but has welded all into excellent shape by his own ardent thought. I trust that I may be allowed to commend the work to all those concerned and to urge that the conclusions arrived at by him and others deeply interested in the work of consolidating the relations between the Alumni and the University for the benefit of both may be carefully studied and energetically brought to practical results.

With best wishes for the whole body of the graduates of Cornell, I remain

Most respectfully and sincerely,

Andrew D. White
University Campus
Ithaca N. Y.
Oct. 16. 1913.

OFFICERS

1913-1914



President

HENRY PELOUZE DE FOREST, '84

Vice-President

CLARK SUTHERLAND NORTHUP, '93

Secretary

WILLARD AUSTEN, '91

Treasurer

ROBERT ELIAS TREMAN, '09

Executive Committee

THE SECRETARY OF THE ASSOCIATION
THE PRESIDENT OF THE ASSOCIATION

WILLARD WINFIELD ROWLEE, '88

GEORGE HARPER YOUNG, '00

HAROLD JAY RICHARDSON, '05

Committee on Publications

HENRY PELOUZE DE FOREST, '84

LUZERNE COVILLE, '86

CHARLES HENRY TUCK, '06

PRESIDENTS



WILLIAM FITCH ATKINSON, '95
1905-1908

ROBERT JAMES EIDLITZ, '85
1908-1909

WILLARD WINFIELD ROWLEE, '88
1909-1910

WILLIAM JOHN NORTON, '02
1910-1911

CHARLES JAMES MILLER, '90
1911-1912

HENRY PELOUZE DE FOREST, '84
1912-1914



HONORARY MEMBERS



ANDREW DICKSON WHITE, LL. D., L. H. D., D. C. L.
First President of Cornell University

THOMAS FREDERICK CRANE, A. M., Ph. D., Litt. D.
Acting President of Cornell University

CHARLES EDWARD TREMAN, '89
Trustee, Cornell University

The President of Cornell University

JACOB GOULD SCHURMAN, A. M., D. Sc., LL. D.

The Registrar of Cornell University

DAVID FLETCHER HOY, '91

The Secretary of Cornell University

WILLIAM JOHN DUGAN, '07

The Editor, "Cornell Alumni News"

WOODFORD PATTERSON, '95

CLASS SECRETARIES



- 1869 BUCHWALTER, MORRIS LYON
Carew Building, Cincinnati, Ohio.
- 1870 STORKE, CHARLES ALBERT
State Street, McKay Building, Santa Barbara, Cal.
- 1871 SPEED, ROBERT GOODLOE HARPER
911 East State Street, Ithaca, N. Y.
- 1872 CRANDALL, PROF. CHARLES LEE, (Cornell University)
408 Hector Street, Ithaca, N. Y.
- 1873 GILLETTE, EDWIN
304 North Geneva Street, Ithaca, N. Y.
- 1874 COMSTOCK, PROF. JOHN HENRY, (Cornell University)
Roberts Place, Ithaca, N. Y.
- 1875 NICHOLS, PROF. EDWARD LEAMINGTON (Cornell University)
5 South Avenue, Ithaca, N. Y.
- 1876 FLANNERY, DANIEL FRANKLIN
816 "The Rookery," Chicago, Ill.
- 1877 KERR, WILLIAM OGDEN
111 Oak Avenue, Ithaca, N. Y.
- 1878 BEAHAN, WILLARD
Lake Shore & Michigan Southern R. R., Cleveland, Ohio
- 1879 TOMKINS, CALVIN
17 Battery Place, Manhattan, New York City
- 1880 IRVINE, PROF. FRANK, (Cornell University)
210 Stewart Avenue, Ithaca, N. Y.
- 1881 WING, PROF. HENRY HIRAM, (Cornell University)
3 Reservoir Avenue, Ithaca, N. Y.
- 1882 HERR, NORTON TOWNSHEND
1518 Williamson Building, Cleveland, Ohio
- 1883 MATTHEWS, FRANKLIN
33 Van Buren Street, Brooklyn, N. Y.
- 1884 DE FOREST, DR. HENRY PELOUZE
150 West 47th Street, Manhattan, New York City
- 1885 BOSTWICK, EDWARD HERMON
402 North Geneva Street, Ithaca, N. Y.
- 1886 COVILLE, DR. LUZERNE
514 East Buffalo Street, Ithaca, N. Y.
- 1887 MOORE, DR. VERANUS ALVA, (Cornell University)
914 East State Street, Ithaca, N. Y.
- 1888 ROWLEE, PROF. WILLARD WINFIELD, (Cornell University)
11 East Avenue, Ithaca, N. Y.
- 1889 OGDEN, PROF. HENRY NEELY, (Cornell University)
614 University Avenue, Ithaca, N. Y.
- 1890 MILLER, CHARLES JAMES
Newfane, Niagara Co., N. Y.
- 1891 AUSTEN, WILLARD, (Cornell University)
Ambleside, University Place, Ithaca, N. Y.
- 1892 BOSTWICK, CHARLES DIBBLE
803 East Seneca Street, Ithaca, N. Y.

- 1893 NORTHUP, PROF. CLARK SUTHERLAND, (Cornell University)
107 College Place, Ithaca, N. Y.
- 1894 BOGART, ELMER ELLSWORTH, (Morris High School)
1125 Boston Road, Bronx, New York City
- 1895 ATKINSON, WILLIAM FITCH
44 Court Street, Brooklyn, N. Y.
- 1896 TOMPKINS, GEORGE SOLOMON
47 South Manning Boulevard, Albany, N. Y.
- 1897 LAUMAN, PROF. GEORGE NIEMAN, (Cornell University)
128 Edgecliff Way, Ithaca, N. Y.
- 1898 FULLER, JESSE, JR.
166 Montague Street, Brooklyn, N. Y.
- 1899 HAYNES, DR. ROYAL STORRS
391 West End Avenue, Manhattan, New York City
- 1900 YOUNG, GEORGE HARPER
111 Market Street, Williamsport, Pa.
- 1901 SHERWOOD, ARTHUR HENRY
2469 Broadway, Manhattan, New York City
- 1902 NORTON, WILLIAM JOHN
120 West Adams Street, Chicago, Ill.
- 1902 SHREVE, MRS. RUTH BENTLEY (for women)
Hastings-on-Hudson, N. Y.
- 1903 MORSE, RAYMOND PARMELEE
166 Gates Avenue, Brooklyn, N. Y.
- 1904 SWAN, CECIL JARVIS
42 East 23d Street, Manhattan, New York City
- 1905 RICHARDSON, HAROLD JAY
131 Dayan Street, Lowville, N. Y.
- 1906 TUCK, PROF. CHARLES HENRY, (Cornell University)
Barnes Hall, Ithaca, N. Y.
- 1907 LAZO, ANTONIO
56 William Street, Manhattan, New York City
- 1908 SHOEMAKER, SETH WHITNEY
827 Electric Street, Scranton, Pa.
- 1909 TREMAN, ROBERT ELIAS
411 University Avenue, Ithaca, N. Y.
- 1910 HEG, ERNEST CLARKE
559 Westminster Avenue, Elizabeth, N. J.
- 1911 WINSLOW, JOHN EDWARD OLIVER
712 East Seneca Street, Ithaca, N. Y.
- 1911 BRAYMER, MISS CLARA VIVIAN (for women)
16 North Shamokin Street, Shamokin, Pa.
- 1912 KELLOGG, ROSS WILLIAM
Seneca Falls, N. Y.
- 1912 DE FOREST, MISS MABEL (for women)
58 Harrison Avenue, Springfield, Mass.
- 1913 ROCKWELL, GEORGE HELM
Care of the Secretary, Cornell University, Ithaca, N. Y.
- 1913 BECKER, MISS SOPHIE MARGARET (for women)
420 Carey Street, Baltimore, Md.

MEDICAL COLLEGE

- 1901 CANTLE, DR. WILLIAM HENRY
Mamaroneck, N. Y.
- 1902 SEYMOUR, DR. NAN GILBERT (for women)
129 East 17th Street, New York City

CONSTITUTION



ARTICLE I.

NAME

THE name shall be "THE CORNELL ASSOCIATION OF CLASS SECRETARIES."

ARTICLE II.

OBJECT

The object of this Association shall be to see that proper, complete and uniform statistics of each class are prepared, and that each class be encouraged to publish these class records at suitable intervals in a uniform manner; that the regular class reunions are organized in such a way as to secure the greatest attendance; that the work of all the Class Secretaries be stimulated and standardized by proper coöperation, and that greater unity of action and feeling be developed in the various classes, in the various Alumni Associations, and in the Alumni body as a whole.

ARTICLE III.

OFFICERS

The officers of the Association shall be:

1. A President whose duties shall be those of presiding officer and who shall also be *ex officio* member of the Executive Committee.
2. A Vice-President who shall, in the absence of the President, act as presiding officer.
3. A Treasurer who shall collect the annual dues and keep the accounts of the Association.
4. A Secretary who shall perform the usual duties of that office. He shall also be a member of the Executive Committee, and shall act as Chairman of that Committee.
5. Three members of the Executive Committee.

ARTICLE IV.

EXECUTIVE COMMITTEE

The Executive Committee shall consist of the President and the Secretary, *ex officio*, and three other members. The

Secretary of this Association shall act as Chairman of this Committee. The Executive Committee shall be trusted with the general management of the Association. It shall have the power to appoint special committees from time to time, and act upon the reports submitted by such committees, and it shall be its duty to receive suggestions from members and take action upon them. It shall, if possible, take annual action looking toward the appointing of efficient Class Secretaries by the graduating class of Cornell University.

ARTICLE V.

MEETINGS AND ELECTIONS

There shall be an Annual Business Meeting held in New York City on some day in the month of February of each year. There shall also be an Annual Meeting in Ithaca on some day in the month of June of each year, and at this meeting shall be held the Annual Election of Officers and Members of the Executive Committee.

ARTICLE VI.

MEMBERSHIP

The Active Membership of this Association shall consist of the Class Secretaries of Cornell University, and two members from the graduates of the Medical School in New York City.

There shall be an Honorary Membership of such persons as may from time to time be elected at the regular meetings.

ARTICLE VII.

DUES

The Annual Dues for all Active Members shall be Two Dollars (\$2.00) payable at the Annual Meeting in February in each year.

ARTICLE VIII.

AMENDMENTS

Amendments may be made at any Annual Business Meeting of the Association by a two-thirds vote of those present. Notice setting out the proposed amendment shall be sent at least ten days before such meeting, addressed to each member of the Association.

Adopted, June 20, 1905

THE CORNELL ASSOCIATION OF CLASS SECRETARIES

AN HISTORICAL SKETCH*

BY HENRY P. DE FOREST, '84
President of the Association

THE honor of being the first speaker at the first meeting of the Associate Alumni of Cornell University which has ever been held in the city of New York was conferred upon me, not because of my ability as an orator, but because for the time being I happen to be the President of the Association of Class Secretaries. This Association, though not so old as the General Alumni Association, is a more homogeneous and strictly representative body. It has now been in existence for seven years, and enough time has therefore elapsed for its members to realize their responsibilities and their needs. Its object is "to see that proper and uniform statistics of each class are kept; that the regular class reunions are organized in a way to secure the greatest attendance from their members; to stimulate the work of Secretaries by proper coöperation; to secure a greater unity of action and feeling in the various classes, and in the Alumni body as a whole." As a representative body it has been able to hold meetings at more frequent intervals than the General Association, and has been the nucleus from which has developed several of our allied Cornell Societies.

In choosing a subject to present to you, the speaker has thought it best to follow the time-honored custom in many scientific treatises of preparing a brief historical outline of the growth of this Association and its practical relation to the needs of the University at the present time, and in the years to come. This address, then, may properly be regarded as an historical sketch.

In Cornell University, as in all other institutions, each class, soon after it had entered, effected an organization, and

*Read at the First Public Meeting of the Associate Alumni of Cornell University, held at the Waldorf-Astoria, New York City, Saturday, November 16, 1912.

elected class officers. The Class Secretary was always found among their number. He usually served for a year, was rarely re-elected, and each class as a result had four secretaries during the four years of the college course. Custom decreed that the Secretary of the class in the senior year should continue as Secretary for an indefinite period.

It became evident, as years passed and various class reunions were held, that the success of these reunions depended, in a very large degree, upon the enthusiasm of the Secretary for his work, and upon his ability to keep track of his classmates, and encourage them to return to Ithaca. Some classes were fortunate in their selection, and their reunions were very successful. Other classes were less happy in their choice and as a result their class reunions were attended by but few members of the class. Those who did attend found that but little had been done to provide for their entertainment, or for class festivities.

It was apparent, particularly to those alumni living in Ithaca, that some attempt should be made to organize all of the classes of the University upon a more definite and permanent basis. Certain standards should be formulated to which each Class Secretary should conform. Each class should be urged to choose as its Secretary, a man who would take the time, give the enthusiasm, and have the ability to secure the best results.

Considerable informal discussion had taken place at Ithaca as to the best plan to secure these results. In 1903, Charles E. Treman, '89, an Alumni Trustee, was appointed by President Schurman to effect permanent organizations in the various classes which had been graduated from the University, and to arrange for regular class reunions. By 1904 each of the thirty-seven classes, as well as the medical college, had a permanent organization. Mr. Treman then requested all class secretaries to meet at Ithaca early in the year with a view to perfecting an organization of all classes. On January 21, 1905, in response to this call, a meeting was held in Ithaca which was well attended. The advisability of arranging for a permanent Association of Class Secretaries was thoroughly discussed. A Committee was appointed to prepare a definite plan for such an Association to be submitted

at the next meeting in Ithaca in the following June. This committee was constituted as follows:

Henry P. de Forest, '84	James H. Gould, '00
William F. Atkinson, '95	William J. Norton '02

At the next meeting held June 20, 1905, at Barnes Hall in Ithaca, Class Secretaries were present from the classes of '70, '71, '72, '73, '74, '78, '79, '80, '81, '85, '86, '88, '89, '90, '91, '92, '94, '95, '99, '00, '01, '02, '04, and letters were received and read from the classes of '69, '82, '84, '93 and '03. The report of the committee appointed in January was received and thoroughly considered. The constitution which they had prepared was submitted and adopted, and the Cornell Association of Class Secretaries was finally organized. The following officers were then elected for the ensuing year:

William F. Atkinson, '95, President, Edward L. Nichols, '75, Vice-President, Charles D. Bostwick, '92, Treasurer, William J. Norton, '02, Secretary.

EXECUTIVE COMMITTEE

William J. Norton, '02	William F. Atkinson, '95
<i>Chairman</i>	<i>Ex officio</i>
Franklin Matthews, '83	Henry P. de Forest, '84
Porter R. Lee, '03	

At this time, in 1905, the Class Secretaries were as follows:

Morris L. Buchwalter, '69	Cincinnati, Ohio
*Samuel D. Halliday, '70	Ithaca, N. Y.
Robert G. H. Speed, '71	Ithaca, N. Y.
Charles L. Crandall, '72	Ithaca, N. Y.
Edwin Gillette, '73	Ithaca, N. Y.
John H. Comstock, '74	Ithaca, N. Y.
Edward L. Nichols, '75	Ithaca, N. Y.
Eugene Frayer, '76	New York City
Charles B. Mandeville, '77	Ithaca, N. Y.
Robert H. Treman, '78	Ithaca, N. Y.
*Walter C. Kerr, '79	New York City
Frank Irvine, '80	Ithaca, N. Y.
George L. Burr, '81	Ithaca, N. Y.
Norton T. Horr, '82	Cleveland, Ohio
Franklin Matthews, '83	New York City

*Deceased

Henry P. de Forest, '84	New York City
Robert J. Eidlitz, '85	New York City
Algernon S. Norton, '86	New York City
Veranus A. Moore, '87	Ithaca, N. Y.
Willard W. Rowlee, '88	Ithaca, N. Y.
Henry N. Ogden, '89	Ithaca, N. Y.
Charles J. Miller, '90	Newfane, N. Y.
Willard Austen, '91	Ithaca, N. Y.
Charles D. Bostwick, '92	Ithaca, N. Y.
Clark S. Northup, '93	Ithaca, N. Y.
Elmer E. Bogart, '94	New York City
William F. Atkinson, '95	Brooklyn, N. Y.
Carl S. Tompkins, '96	Albany, N. Y.
Jervis Langdon, '97	Elmira, N. Y.
Jesse Fuller, Jr., '98	Brooklyn, N. Y.
Norman J. Gould, '99	Seneca Falls, N. Y.
George H. Young, '00	Williamsport, Pa.
John S. Gay, '01	Seneca Falls, N. Y.
William J. Norton, '02	New York City
Porter R. Lee, '03	Buffalo, N. Y.
Cecil J. Swan, '04	New York City
Harold J. Richardson, '05	Lowville, N. Y.

MEDICAL COLLEGE

William J. Jones, '99	New York City
-----------------------	---------------

These, then, may be regarded as the charter members of the Association.

PLAN OF WORK

From the outset, it was apparent that certain subjects were in need of immediate attention, while other topics of lesser importance could well be deferred until a later period. An investigation was begun on the following topics:

1. A Grand Reunion to be held by all classes once in ten years.
2. Fraternity Houses to be thrown open to Alumni during Senior Week.
3. Publicity of Class Records.
4. Arrangements for keeping records of Medical College graduates.

5. Arrangements for keeping records of women graduates.
6. Uniform size for all class publications.
7. Determination of the Class to which each person belongs.
8. Records of Post-Graduate students.

WORK ACCOMPLISHED

The Association at once began its work. Uniform blanks were prepared, and a standard size was adopted at the first meeting; a white blank was used to indicate a graduate student, and a blue one for non-graduates. Now for the first time an effort was made to secure, through the medium of each Class Secretary, a biographical sketch of every person, graduate or non-graduate, who had registered in the University. Within a year records were procured from a very large proportion of all Cornellians. Unfortunately, nearly forty years had elapsed since the University was opened, many deaths had occurred, many addresses had been lost, and our records are still far from being complete. This work, however, has steadily progressed, and it has now become the custom to elect a Life Secretary during the senior year. Still more recently an Assistant Life Secretary has been elected from the women of each class. Blanks are issued to each member of the senior class about the middle of the year, and by commencement time, records have been secured from practically every person in the graduating class. As a result, each succeeding class, though larger in size than its predecessor, has a much higher percentage of records on file than the earlier classes in which no such systematic attempt was made.

The value of this preliminary work was soon apparent. By the fall of 1906, it had been definitely decided to hold a general reunion of all classes to celebrate the Fortieth Anniversary of the opening of the University. The class records proved to be of great assistance in supplementing the University records. The result of this combined effort was that each Cornellian, almost without exception, received information concerning the reunion, and a permanent basis was laid for work of a similar character in future years.

GENERAL REUNION OF 1908

The general reunion held in 1908 showed results of the combined efforts of the Class Secretaries. The arrangement of the class tents upon the campus was an excellent one, although the unfinished condition of the Playground, and the necessity of holding part of the exercises on Percy Field, rather than on the campus, prevented the arrangement from being as satisfactory as it will be on similar occasions in the future.

FRATERNITY HOUSES
IN COMMENCEMENT WEEK

The question of opening the fraternity houses to the Alumni during the senior week rather than to the friends of the graduating class was next considered. Much time has been devoted to this question, and while certain facts seem to be clearly manifest, the ultimate solution of the problem still lies in the future. It is to be hoped that some plan can be adopted which will be equally fair to the fraternity members of the graduating class, who naturally wish that "Senior Week" be practically devoted to Senior festivities, and to the large number of Alumni who naturally desire to return to their Alma Mater at commencement time to see the University at its best, to attend class reunions, and to renew fraternity ties.

MEDICAL COLLEGE

In the Cornell Medical College, an effort has been made to foster loyalty to Cornell in the institution located in New York City. Graduates of the Medical College have been made eligible to membership in the Cornell Club, and every effort has been made, through the medium of the Class Secretaries, to encourage coöperation between the two departments of the University. Graduates of the Medical Department, owing to the small number in each class, have but two representatives in the Association of Class Secretaries. As these representatives, rarely, if ever, go to Ithaca, the union at the present time is more theoretical than real.

CLASS AFFILIATIONS

It has been felt from the beginning that each Cornellian should have a certain definite affiliation with some one class in

the University. It is not an infrequent occurrence that students stay out a year or two, and then return and finish their course. Other Cornellians may take two degrees in the University, and in addition to this, the number of graduate students coming from sister universities is steadily increasing. Still others less fortunate, drop from one class to a succeeding class. In view of the conflicting ties in these various groups of individuals, it has seemed best to the Association that each person should definitely decide to which class organization he prefers to belong. Duplication of work on the part of Class Secretaries is thus avoided.

THE CORNELLIAN COUNCIL

All Cornellians have long recognized the fact that the financial needs of the University should be given more consideration by the Alumni. Many informal discussions had been held by various groups of men as to the best plan to systematically secure a general alumni fund. Finally on October 23, 1908, a meeting of the Executive Committee of the Association of Class Secretaries, and as many other Class Secretaries as were available in the Metropolitan district, was held in the Engineers' Club in New York City. A project of organizing another group of Cornell class representatives was there for the first time definitely formulated. A plan was prepared to present at a subsequent meeting of Cornell representatives. To quote from a letter written the following day by one of the Class Secretaries, "when I left the Club the other evening, it was with the feeling that one of the most important meetings in the history of the Cornell Alumni had been held, and one that bade fair to result in far reaching and beneficial activities."

A meeting was called by the General Alumni Association at Ithaca on the 7th of November, 1908. It was attended by representatives of the Class Secretaries, Faculty, and the Trustees of the University. The suggestions made at the October meeting were definitely acted upon, and the Cornell Council was established. A cordial coöperation of our Association with the Council is, of course, necessary. It is not considered good policy to have the secretary of the class also a member of the Cornell Council for the work of each organization should supplement that of the other, and both should aid

the General Alumni Association. The work of the Cornell Council is becoming each year more and more important. There is little doubt that, in the future, it will be one of the most important factors in the growth and material prosperity of the University.

Such, then, is the outline, briefly stated, of the development, growth and work of the Association of Class Secretaries. The number of its members is increasing each year, the needs of each succeeding class make greater demands upon the time, strength and activity of its Secretary. Leaving the question of sentiment aside, the office of Life Secretary is the most important one which the Senior class is called upon to fill. Upon his efforts, far more than upon those of the Senior President, himself, depends the ultimate harmony and efficiency of the class organization. He becomes *ex officio* a member of the Association of Class Secretaries, and an important factor in all University development. Every effort, therefore, should be made to elect the most efficient person possible for this position, and if, by the time of the first class reunion, it becomes evident that the Secretary was made and not born, he should be replaced at once by some one more capable.

We have reached the stage now when the duties of a Class Secretary should be clearly defined, not merely by tradition, but by definitely printed instructions, which should be followed as closely as possible. The "Handbook for Class Secretaries," issued by the Yale Association of Class Secretaries, is a model of its kind. A similar book is already in process of preparation, modified and adapted to suit the needs of Cornell.

Our honored friend and former President, Andrew D. White, who has just celebrated his eightieth birthday, and has literally received felicitations from the four quarters of the globe, is still young in spirit, though ripe in years. He has kindly consented to prepare the introduction to this work. No better evidence could be offered as to its importance and value. It will appear during the current University year, and we hope that it will be another link in the chain of loyalty, efficiency, and devotion to our Alma Mater.

THE CLASS SECRETARY'S MISSION*

BY FREDERICK J. SHEPARD

Secretary, Class of 1873, Yale University

FOR years some of the younger members of the Association of Class Secretaries have thought they perceived the need of a sort of manual to assist new Secretaries in their work. They have maintained that novices desired the advice of their elders as to the material to be included in Class reports and the manner in which they should handle it. The writer has been asked to contribute to such a manual some suggestions on these points, chiefly on the assumption that somebody ought to do it and it might as well be he as anybody else, and also, possibly, because he had prepared a considerable number of reports of his own Class and had read with avidity as many of those of other Classes as he could lay his hands upon. He starts out with the distinct understanding that he is expressing only his own opinions, to which no more deference is to be paid than they may be worth *per se*. On some matters he may express the general consensus among his brethren of the Association of Class Secretaries; on others he may be entirely without support from any of them; on none does he speak with any authority save such as the good sense of the younger Secretaries may concede after full consideration of what he has to offer.

To begin with, a new Class Secretary should undertake his duties with a certain degree of seriousness. They are of far more import than he probably conceives. It is the glory of American universities—at least of such as are not sustained by public taxation—that their success, not to say their very existence, depends upon the support of their alumni. European visitors, however grudging their praise of American educational institutions, as regards methods and products, and however little respect they show for the learning of American professors and the earnestness of American students, are enthusiastic at least over the relation of the Alumni to their Alma Mater. No such devotion of

*Printed by permission from the Yale "Handbook for Class Secretaries," 1910.

sons to the welfare of their academic mother seems to be known abroad. But the loyalty of the alumni depends more upon the fidelity to their work of the Class Secretaries than upon anything else. It is the Class Secretaries who keep the men in touch with each other and with the University, who maintain the Class solidarity, who bring their classmates together at the stated reunions, and who preserve the old Class ideals with which the boys started out upon their Commencement day. Truly, like that long distance runner whose task it was to relight from Delphi the Athenian altars, they carry sacred fire. The faithful Class Secretary has a right to rank himself among the men who build dormitories and endow professional chairs; and, on the other hand, if a Class is noticeably lacking in loyal support of the University, it is fair to ask if its Secretary is not neglecting his office or doing his work half-heartedly and to wonder why he does not turn it over to more efficient hands.

It is true that the Class ought to select the right man for Secretary to begin with, and the right man is born, not made. Besides possessing the qualities of loyalty and persistence, he ought to have a genius for pothering, a passion for exactness, an antiquarian's zeal for details, and enough of a poet's imagination to know what people will be interested in reading. Furthermore, the writer does not think that the Secretary ought to come from the group that at least used to be styled in college parlance "literary men," or that as a rule he ought to live in New Haven. He believes that—in spite of some admirable exceptions—the alumnus who sleeps within sound of the chapel bell and has an ear open to college gossip is apt to lose some of his class enthusiasm, and that too keen a literary taste will sacrifice hard fact to a notion of what is becoming. And yet half a dozen of the right kind of men can be found in any Class, if only they are not looked for necessarily among the leaders.

The one great consideration ever to be held in mind by the new Class Secretary is that he has two distinct constituencies. Like the newspaper writer, he is preparing matter for immediate consumption by a select group of readers, his classmates; like the devoted biographer or the hopeful local historian, he is laying up a story of otherwise lost infor-

mation for future generations. The nicknames, the touches of humor, the allusions to incidents familiar only to the Class are all right. They save the narrative from deadly dullness and sometimes touch hearts that were growing callous to old memories. But the genealogical details, the relationship of families, the exactness as regards dates and places, the bibliographies, and many of the material facts are for the outside reader in coming years. One can easily imagine a future historian studying with great care every word in the excellent Records of the Class of 1878 that in any way relates to its most distinguished member, and what would we not give for a gossipy and minute account of the ways of Yale in the days when Nathan Hale was one of her leading athletes! While few Classes graduate men whose names become household words like those of the two just referred to, hardly any Class is without some who leave a mark upon the history of their country, but even if this were not the case, a properly prepared Class history would be of value to future students of society, if only for the light it shed upon its time. For proof of this, glance at the admirable histories of early graduates compiled by Professor Dexter of Yale, in which the sketches of men now long forgotten are quite as interesting as those of the still famous figures. Indeed, the bibliographies of the obscure pamphleteers are perhaps at the present day the most valuable portions of that excellent work to students of literature and history. And while on the subject, it may be added that these books are earnestly recommended to the study of Class Secretaries not only as models upon which to base their own work but as illustrations of the value of that work to Professor Dexter's successors in carrying on the fame of Yale's sons. The frankness with which demerit as well as merit is depicted may perhaps be the despair of the present day Class Secretary, but it will at any rate arouse his heartiest admiration.

When the writer published his chief Class Record—that for the twenty-fifth anniversary—he included ancestry and ancestral occupations, when he could get the facts, back to the original settler and even further, not only as a boon to persons interested in genealogy—not nearly so objectionable people as is sometimes imagined—but also to enable

future historical students to judge concerning the social position of families who sent their sons to college in the early 'Seventies. For one thing, this information may have had some value in illustrating the sudden change from agricultural to mercantile and other less strenuous occupations in the first third of the nineteenth century among families long established in this country. Likewise exactness in dates has proved serviceable to insurance statisticians in making mortality tables for college-bred men. There lies, however, a special interest in the genealogy of Yale men in the fact that the same families have been represented at the university to a greater or less degree ever since the famous Jacob Hemingway received his sheepskin. The Goodrich and Russell families have sent to New Haven six generations in a direct line, and the Davenport, Ingersoll, and Silliman families similarly have five generations to their credit, while many other cases could be cited if we did not confine ourselves to the direct line of father, son, grandson, etc. To some extent the Yale alumni form a "brotherhood" in a double sense, so many of them are bound together by ties of blood, which adds force to the obligation of Class Secretaries to give the names and Classes of the Yale kindred of the men whose stories they are telling. But to say of one of them that he was preceded at Yale by many kinsmen is worse than a waste of space. If the definite information cannot be given it were better to omit the reference altogether.

A part of the personal sketch which will prove of almost equal interest to its subject, to his classmates, and to outside readers is that covering his college career. No words are necessary to describe the eagerness with which he and those who were associated with him in college will read of his scholastic, athletic, and social successes, while outsiders will be curious to compare what he accomplished in youth with his after life. There is a never-failing field for discussion, for instance, in the careers of the men who attain the honors of a senior society. It is the opinion of the writer that the great majority of the men who are leaders in their student days "make good" later, but the rule is subject to so many and such extraordinary exceptions as to provide a most interesting topic for speculation, and your biographer

of a college graduate rarely fails to give it some consideration. One of these days some person of a statistical turn of mind and much leisure may be expected to go through "Who's Who in America" counting up the Yale men who enjoyed the privilege of wearing senior society pins—and reaching as the result of his investigations just about the conclusion which he had already formed in his own mind before he set out upon them.

Three fourths of a Secretary's labor ought to be pure pleasure. The reason that any part of it becomes irksome and even worse is that a certain proportion of his classmates will fail to respond to his communications. In a good many cases the cause is simply indolence or carelessness, and the recalcitrants can be prodded into action sooner or later, but there will inevitably remain a few immovable by exhortation, entreaty or threat. Here lies a field for the exercise of the Secretary's ingenuity. Of course, the first recourse is to other members of the Class or to other Yale men who may be supposed to know something about the irresponsive one, and it may be said that an appeal in the name of the college to a stranger who happens once to have been a student at Yale, be he a judge of the United States Supreme Court or a clerk in a country grocery, rarely or never fails to secure such information as is within the reach of the person addressed. A knowledge of Yale family connections is sometimes convenient in such cases, though it may happen that relatives will prove reluctant about shedding such light as is at their command. There remains the postmaster at the last known residence, and he, being a politician, is usually disposed to be accommodating, possible postal regulations to the contrary notwithstanding. In one instance some important facts were brought to light by appealing through a member of Congress to the Secretary of War, and in another, the Police Department of New York undertook to make certain investigations, though candor compels the confession that they produced no results. These illustrations are cited to suggest the wide variety of expedients at command, and also as a warning of the difficulties that encompass the Secretary who permits his men to get away from him. It is this danger that causes the present

writer to look askance at the plan of postponing the issue of the first Class Record until five years after graduation; he fears that the Secretary who is not compelled to keep in touch with his classmates during the first three years will not be able to reëstablish communication with them two years later.

The only apparent objection to the use of a carefully prepared blank form, to be filled out by each member of the Class, is the danger that the Secretary will follow it too slavishly in writing out his sketches, giving these a stereotyped form suggestive of a catalogue. This danger can be guarded against in a degree by encouraging the men to write out the sketches themselves pretty nearly as they are to be printed, the Secretary adding anything within his knowledge that ought to be printed, for they are sure in many cases to omit the most interesting things. A fear on the part of the men that they may be accused of blowing their own horns is one of the great difficulties with which every Secretary has to contend, and he gets out of all patience with the rather strained modesty apparent in the communications which reach him. Between the resulting paucity of material and the stiffly formal shape in which he receives most of it the Secretary necessarily finds it difficult to enliven his sketches, but the use of the blank form is probably unavoidable in these days of large Classes. The writer has wondered if it would not be possible for a Secretary to divide up his work of writing the biographical sketches among three or four assistant Secretaries, reserving for himself their ultimate revision. He could thus secure all the uniformity desirable with some touch of the desired variety, besides greatly lightening his own labors. But this is a matter which must be worked out by the men concerned.

The writer has followed the practice of preparing his manuscript in duplicate or even triplicate and sending one copy of each man's history to him for revision and correction. It has saved him from some errors, in one case from the catastrophe of enrolling as a senior society man a now distinguished gentleman who did not achieve that eminence, and in another instance it enabled him triumphantly to refute an accusation of having printed something that he had been

requested not to print. On the other hand, when the copy is submitted to its subject he is almost sure to strike out anything of a piquant and lively nature he may have originally written, thus reducing to dishwater what may have been before a refreshing oasis of humor in a desert of dry fact, and this in spite of the Secretary's plea that revision should be confined to the elimination of actual error. Here truly the unfortunate Secretary is between the devil and the deep sea.

The delicate question remains of the frankness with which the Secretary should deal out his facts. The argument is all on one side, and probably every conscientious Secretary has wished heartily that he were allowed to tell the truth and the whole truth. He knows that whatever is glossed over or omitted from his Record is an injury to its permanent and even to its present value, for if he ignores an infelicity in the career of one man he arouses suspicion—or at least offers opportunity therefor—in the case of every other. And yet every Secretary doubtless has felt obliged to make certain concessions to the feelings of classmates or of the friends of classmates. There is certainly no excuse for any attempt to convey misapprehension, and there probably never is anything of the sort, the worst offense being only one of omission; but sometimes the omission is so glaring as to make the biographical sketch almost ridiculous to those who are familiar with the facts and even to call the attention of the reader to things that are within common knowledge but are omitted here. The Secretary is put on occasion in a painful case, and perhaps the best he can do is to express himself guardedly but in such a manner that the actual facts can be read between the lines, if he cannot bring himself openly to state them. At the very worst, he can at least indicate that there is something left unsaid, and so preserve his own reputation for integrity.

The subject of collecting and arranging Class statistics should properly be left to some Secretary, who especially esteems this department of the work and has thought much about it. The most essential feature seems to be some approach to uniformity. In following a regular order of departments, in the universal use of the star to indicate deaths, etc., there would be no obstacle to the introduction of new

features and no inhibition on liveliness of treatment. Finally, the writer believes that the true way to make Class Records interesting is to be sought in fullness of detail; that while mere verbiage can be advantageously cut out, the more facts recorded in a classmate's career and the more amply and clearly they are treated, within reasonable grounds, of course, the more appreciation will reward the Secretary's labors, and, what is much more important, the greater will be their permanent value.

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CLASS ORGANIZATION



THE Class Secretary is the executive officer of the class and attends to whatever routine business may arise. In recent years it has been the custom to elect a Life Secretary during the Senior year. He should continue the work begun during the undergraduate life of the class. There is a very natural tendency to elect a man as Class Secretary because he is "a good fellow," and his classmates desire to pay him a high compliment, sometimes forgetting that the position requires peculiar qualifications and tastes. The election of a Life Secretary, however, should be definitely understood to be an election "during good behavior" for several classes have found that the Secretary elected during Senior year has been weighed in the balance and found wanting at the time of the first reunion. The plan followed in some classes of electing a Secretary merely from reunion to reunion has certain drawbacks. It is undoubtedly true that a man will throw himself more heartily into his work if there is not held before him the possibility of being turned out of office after a brief term. If, however, he proves to be a failure as a Class Secretary, the Executive Committee of the Class Secretaries Association, after repeated failures on the part of a Secretary to properly represent his class at their stated meetings, is authorized to communicate with the Senior President of the Class and request that a new Class Secretary be appointed to hold office until the next reunion of the class when a new Life Secretary can be elected by his classmates. This plan may seem rather drastic to those who have not had the opportunity of observing the bad results which occur when a Class Secretary neglects his duties. This Association is essentially a representative body, and it is imperative for the good of the Association and for the University, that each class have an active and efficient representative.

It seems obvious that there should be in each class some group with power to act for the class during the periods between reunions, for example, such a body could appoint an

acting Secretary in case of the death, incapacity or resignation of the Class Secretary. With an efficient Secretary they could assist him in many ways in the carrying on of his work, particularly if they are chosen from various parts of the country. It seems desirable for this reason that a permanent Class Committee of three or five members should be elected during the Senior year, or else as some classes prefer, the Reunion Committee which should be elected during the Senior year and at each reunion thereafter, should be constituted an Executive Committee for the class for the term between its election and the reunion for which it has to make arrangements.

It is the custom at Cornell for the Senior President also to hold office indefinitely, but this custom, too, has its disadvantages. It not infrequently happens that a Senior President may be a teacher by profession, and the conflict of his school duties at the end of the year with the more pleasant, but less remunerative reunion festivities of his class, has prevented the Senior President in many instances from ever being present at his own class reunion. To obviate this difficulty, the custom has arisen in some classes of electing at each five year reunion an Honorary President from among those members present. It is usually possible to select a man for this position who by reason of his occupation and control of his own time may reasonably be expected to be present at the next reunion. Both he and the Senior President should be *ex officio* members of the Reunion Committee. The Honorary President should hold office until the next reunion, and should preside at that affair. Many classes have adopted the custom of having the Class Secretary, who should be most familiar with his classmates, act as Toast-master at the reunion banquet.

The class finances, always an important consideration, might well be placed in charge of this Executive Committee rather than be imposed as an additional burden upon the Secretary. On this point the following procedure is suggested tentatively although perhaps it is not free from objection.

Recent classes have provided during their Senior year for a class fund, but in the older classes where such a fund was not created during the undergraduate days, it is well to create a

fund, the interest of which should be used for class purposes. This class fund once started and invested, the Committee could appoint some one of their number to act as Class Treasurer. A business man rather than a professional man should be elected to this position. Every member of the class should then be invited and urged to contribute to this fund a certain amount each year according to his means. In several classes the plan has been pursued of asking an annual contribution of \$4.00 a year from each graduate. Non-graduate members of the class are asked to contribute annually on the basis of one dollar for each year that they were in the University, one, two or three dollars as the case may be. In some instances, of course, some men are amply able to contribute more than this minimum, but as postage, printing and publication of class records are expenses of the class as a whole, each member of the class, if the facts are properly presented, will be very glad to contribute a small sum each year whether he is able to be present at the reunion or not.

The actual expenses of the reunion festivities, banquet, music and other entertainment, should properly be divided among those who are actually present. If the class fund accumulates between reunions, the interest should be used to help defray the expense of such reunions and the publication of successive records. As the class grows smaller the income from class subscriptions may diminish. Upon the death of the last surviving member of the class, or the termination of its organization, any balance on hand might properly be turned over to the University.

The following card which was sent to each member of one of the smallest classes in the history of the University, with a circular letter, explaining the need for such contributions, was productive of excellent results, and once a year a formal bill is sent by the Class Secretary to each of his classmates for the annual amount subscribed. This soon becomes a matter of routine, and the expenses of the class are easily met. An average of \$2.00 a year from each class member can easily be secured if the facts are properly presented.

While class reunions at Ithaca are, of course, the great center of attraction and bring more members of the class together than any other social function, there are many possi-

*On or before January the first of each year I promise to pay to
 Henry P. de Forest, Life Secretary of the Class of 1884
 the sum of \$..... toward a Class Fund for the purpose of meeting
 preliminary Reunion Expenses and other expenses of the Secretary.*

Name

Address

Date 190



bilities for class sociability which add much toward the fostering of class interests. For instance, at the annual dinner of the Cornell Club in New York, it is an excellent custom for each Secretary to circularize his classmates, calling attention to the dinner, and stating that a special class table will be reserved for those who can attend. A small class flag is easily secured which will make the table a focus for class members. The Dinner Committee is always glad to co-operate with the Secretary in this matter, and frequently in the Metropolitan district, a miniature class reunion can easily be arranged. If the Annual Cornell Dinner were definitely fixed on the Friday night nearest Lincoln's Birthday, or some other definite date, and it was known months in advance that the dinner would be held each year at such a time, this coöperative plan would greatly increase the attendance at the dinner. An opportunity is thus given for a general discussion in a small way of class affairs and plans can be made for the reunion at Ithaca. This circular letter should be sent to each member of the class whether there is any probability of their attending the dinner or not. In it should be enclosed a reply catalog-size postal card, directed to the Secretary, asking for the name,

the home address, and the business address of each member of the class, together with a "yes" or "no" required with reference to dinner arrangements. In this way the class mailing list is easily corrected and kept up to date without the necessity of extra work.

The custom of sending out some form of a Christmas remembrance to each member of the class has been followed by some of the Secretaries with excellent results. This Christmas greeting need not be elaborate, a simple card or Cornell souvenir of some kind, or even a bit of nonsense which will serve to remind the class that they are still a class, will do much to strengthen the class ties.

At Commencement time, the custom of all visitors at Ithaca to register by classes is an excellent one, and if the plan suggested elsewhere in this book is followed, it will be possible in the future always to have a small class reunion for all classes each year, and a definite five-year reunion each year to which all Cornellians will be heartily welcome.

Events of this kind which bring the men together, interest them, tend to strengthen the class ties, and are of great value, and a Class Secretary finds plenty of scope for his ingenuity and energy in suggesting and arranging them.



CLASS RECORDS AND THEIR CONTENTS



THE duties of the Secretary of any organization are in general well understood and carefully defined, but a Class Secretary, undergraduate or alumnus, soon finds that the mere record of the proceedings at a meeting of his class is relatively unimportant. His real duty combines the duties of a statistician, a recorder, a secretary and an historian. His most important work consists in the gathering and preservation of the records of each member of his class in such a form that it really is a concise biography of each person who may properly be regarded as an integral unit of the class organization. The family history of each member of the class should be secured; a more or less detailed record of his undergraduate life should be made, and after graduation, his subsequent career must be followed in greater or less detail. The value of this work to Cornell University can hardly be over-estimated for upon these records ultimately are based all of the creative work of the Cornellian Council and of the Associate Alumni. The work of the Class Secretary forms the connecting link which unites the undergraduate body and the University as a whole with former Cornellians throughout the world. The preservation and periodic publication of the records of his class constitute the Secretary's most permanent and valuable work. When published they become of value to future biographers and historians. The efficiency and durability of class organization depends almost entirely upon the work of the Secretary, and nothing will do more to strengthen the ties which bind each graduate to his Alma Mater than the assurance that the class to which he belonged during his college years is still a living force connecting him through its organization with other classes, and with the University as a whole.

When a Class Secretary is first elected he is frequently perplexed as to the nature of his duties and the manner in which they can best be performed. It is apparent from the work of the Association of Class Secretaries during the past eight

years that some general plan of procedure should be formulated which will tend to secure a general uniformity of the work; prevent the omission of certain facts which are of statistical value for the University records and so standardize our work in certain details as to make the routine work of each Class Secretary as easy as possible. The classes are now so large that while no Secretary need become alarmed at the magnitude of his task or fearful lest he may be unable to attend to the various details of administration involved, he should be able from the outset to profit by the mistakes and successes of other Class Secretaries, and should have a certain amount of assistance which will enable him to do his work with the least amount of effort and in the most effective manner.

The following pages are intended to offer some suggestions to the beginner in this field of work. They have been drawn from the experience and thought of many Class Secretaries in our own University and in sister institutions. They are not intended to destroy individuality, but rather to form a substantial foundation upon which each Secretary may build an edifice as simple or elaborate as he pleases.

The fact that a man has actually received a diploma from the University at the end of a regular four years' course by no means guarantees that he will therefore continue to be an enthusiastic and loyal supporter of his Alma Mater. It is common knowledge in all classes that some of the best friends which Cornell now has are found among those who because of sickness, financial troubles, or even a lack of appreciation on the part of the Faculty, were obliged to leave the University before graduation. For this reason it is apparent that class records should be started during the Freshman year, and to accomplish this the cordial coöperation with the University authorities is most desirable.

The first record should be made by the University at the first registration of each student. A card should then be filled out on which are recorded certain facts which are extremely difficult to secure after the student leaves the University. These cards of the standard 5 x 8 size, should record the following facts:

The name in full of each student; the place and exact date of birth, and his home address. The full name of the student's

father; the maiden name of his mother; where and when each was born, and the place and date of their marriage. If either parent is dead, the place and date of death should be recorded. The occupation of the father and his class affiliations are of interest. If the man can be persuaded to supply his ancestral tree back for several generations, so much the better, and so much more valuable become these records. Genealogical data sometimes seem dull but are really of great importance, not only to the University, but to the students of sociology and to statisticians. They have the advantage of being unchangeable, and once acquired, never have to be brought up to date. The importance of this last named group of facts can scarcely be over-estimated.

This card of the Freshman year should also contain the name of the school where the student prepared for college, its location and the name of its principal.

In addition to the name and address of the father or mother, there should also be recorded the full name and address of some relative or friend who may habitually be expected to know the student's address.

The date of entrance to the University and the course of study should be recorded.

The future Secretary will find these facts of the greatest possible value. Each Life Secretary at the present time is called upon to communicate with students whom he has never seen, who perhaps left college two or three years before, and whose whereabouts can only be ascertained as a result of correspondence, not through the University, but through the Postmaster of the town where the student lived, the principal of his preparatory school, or some school boy friend. A large number of the gaps in the mailing list of this and other institutions are due to the fact that no such information was recorded at the time when it could be most easily secured.

If this plan be followed these basic University records would be complete at all times for all of the students of any given class and when the election of Freshman officers takes place, the Class Secretary should have associated with him, either by appointment, or by election, a certain number of Assistant Secretaries on the basis of one assistant for each one hundred members of the class. To each assistant should be

		PLACE OF BIRTH		DATE OF BIRTH		COR. No.	
NAME							
HOME ADDRESS		TOWN		STATE			
P. G. B.		ADDRESS					
SCHOOL LAST ATTENDED		LOCATION		DEGREE			
ENTERED C. U.		COURSE		ADDRESSES		DEGREE LEFT	
				DATE		DATE AND SOURCE OF INFORMATION	
NAME AND ADDRESS OF PERSONAL FRIEND							

FULL NAME OF FATHER	HOME ADDRESS
BIRTH PLACE	DATE OF BIRTH
OCCUPATION	
MAIDEN NAME OF MOTHER	
BIRTH PLACE	DATE OF BIRTH
MARRIED AT	DATE
NAMES OF BROTHERS AND SISTERS	
NAMES OF RELATIVES WHO HAVE BEEN STUDENTS AT CORNELL UNIVERSITY	
GENEALOGICAL FACTS OF INTEREST	
IF EITHER PARENT IS DEAD GIVE DATE AND PLACE OF DEATH	

assigned the duty of preparing on a suitable blank, uniform in size with those now used by the Association of Class Secretaries, the class records of any members of the class assigned to him. The division could easily be made upon an alphabetical basis and should be complete by the end of the Freshman year. All should then be arranged alphabetically and by the Class Secretary, and compared with the University records to secure a complete list of all members of the class.

At the beginning of the Sophomore year the class has become more homogeneous, and better acquainted, but even at this time it is not possible for any one to know all of his classmates. It might be wise, therefore, for the Class Secretary to appoint, or for the class to elect, an Assistant Secretary in each of the different colleges of the University, such as Agriculture, Arts, Engineering, Law and Medicine. The Freshman records of such men as are left in the class should then be turned over to each Assistant Secretary by the Class Secretary, and it should be the duty of the Assistants to complete the records to the end of the Sophomore year. These should include any material or interesting facts concerning the life of the student during his first two years at Cornell. His home address should be recorded, the name of his roommate, the Fraternity or Society to which he may belong, his athletic or literary records, or any similar facts which will make the biography an interesting and valuable one. If for any reason a student has left the University during this time, this should be recorded on his blank, and the date of his departure given.

During the Junior year, a single Class Secretary with one woman as Assistant Secretary could probably look after the work, though a larger number of assistants could easily be provided if required. It might well be understood that the Assistant Secretary who during the Freshman and Sophomore years had prepared the best records and therefore had shown his fitness for the task, should be the one selected for the Junior year. A certain amount of desirable competition would thus be secured which undoubtedly would add materially to the completeness and care with which the records were prepared.

In the Senior year, the Life Secretary of the Class is elected, and for this position it is essential that a man be chosen who

by his training and class record has shown a certain decided fitness for this important position. If the plan thus outlined has been carefully carried out, the Life Secretary would have available in his Senior year, an almost complete record of each member of his class and during the year it would be an easy task for him to supply the missing details through the medium of his classmates and thus make each record complete at the time of graduation.

If a Senior Class book be published, as is the custom in many colleges and classes, these records would be of the greatest assistance in the editorial work of such a publication. This book should be an encyclopaedia of all matters relative to a given class during its undergraduate existence, and the subsequent work of the Life Secretary would be materially lightened.

At the end of the Senior year the future address of each member of the class should be secured and a postal card directed to the Life Secretary should be issued to each member of the class shortly before Commencement with the request that it be filled out and forwarded to the Life Secretary six months after graduation. These cards should indicate the man's name, home address, business address, with the name and address of the firm by whom he is employed. For the convenience of the Secretary in filing, the size of the postal should be "K" size (12.5×7.5 cm.) used by the government. This is the size of the standard library cards now in general use in most card catalogs and libraries, and can thus be dropped in an alphabetical file without the necessity or recopying.

Because of the fact that the number of women in the graduating class is now large, it has been the custom for several years past to elect a woman as Life Secretary for women. This custom might well be extended to the election of a Class Secretary for women during the Junior year. She should have charge of the records of all of the women who have been members of the class up to that time, and have them complete and in readiness to be turned over to the woman elected as Life Secretary.

It is felt that each member should be asked at intervals, discussed later, to supply an account of what he has done year by year since graduation, his occupation, with any changes in

it, his club, society, church and political affiliations, together with any and all literary achievements and public offices held. He should furnish the maiden name of his wife, her former residence and the names of her father and mother, her father's occupation and his college affiliations, if any, the place and date of the marriage and the full name, place and date of birth and of death of each child. The number of brothers and sisters of the member with their college affiliations, if any, and the names and dates of graduation of any and all Cornell relatives complete the formal and perhaps dry facts.

But in addition to these, much human interest is added if a member is persuaded to write in his own words, say, in a letter to the Secretary, what particularly interests him, what his hobbies and avocations are, what he thinks of things as far as he has gone, and any similar matters which suggest themselves. There are also many curious and interesting bits of family history possessed by members, handed down, it may be, from father to son and perhaps never committed to writing. Some Secretaries have succeeded in accumulating and preserving in this department many interesting anecdotes which otherwise might have been lost utterly. Some Secretaries have been of great service to the University by keeping track of the families of deceased members, an occasional Class Record or circular maintaining the interest of the survivors in Cornell and determining sons or younger brothers in their choice of a college.

The methods of obtaining needed information are naturally infinite in number. A certain amount is gathered of course by direct application, and approved forms of blanks that are suggested for this purpose will be found at the end of the present booklet. But it always happens that some men are too modest or indifferent to assist a Secretary and then his ingenuity and resourcefulness have an opportunity to manifest themselves. Other classmates in a man's neighborhood will frequently supply missing data while the Secretary of the University, the Class Secretaries' Association, and the Cornell Council will give all possible aid. The Post Office Department is a valuable medium for unearthing long lost men and registered letters frequently bring replies which have not been obtainable by other means.

The method by which one Yale Secretary got into communication with a long lost classmate may be given as an illustration of how the following up of one clue after another is both interesting and profitable. The man in question, who may be called Smith, had not been heard from by any classmate for twelve years and was supposed to be dead. The Secretary had a memorandum that he had married a woman in (let us say) Portland, Maine, the name of the bride and her father being given. A letter addressed to the father at Portland was returned unopened by the Post Office Department. Then another classmate who lived in Portland was appealed to and he wrote that although he knew no one of the name in the city, he had found in an old directory that a woman bearing the maiden name of Smith's wife was practising medicine there at a street address which he gave. The Secretary at once wrote to her a cautious letter of inquiry, apologizing for the intrusion, but begging her to give him any information about Smith. Two months passed and then the Secretary received a very cordial note from Mrs. Smith in Philadelphia, where the Secretary's letter had been forwarded, saying that Smith's health had broken down five years before and that she believed he was living in A. . . . , a town in a southern state.

With this encouragement the Secretary addressed a letter to Smith at A. . . . , asking about him and his fortunes, but this letter was never answered. Then it occurred to the Secretary to consult the Directory of Living Graduates of Yale. It appeared from the Directory that only one Yale man was known to be living in the city of A. . . . but, as it happened, that one man was a classmate of an intimate friend of the Secretary. So, having obtained permission from the friend, the Secretary wrote the graduate referring to his classmate and asking if he knew anything of Smith. In due course came a cordial reply saying that he had found a man with exactly the same name as Smith running a small truck farm a few miles out of A. . . . and promising to write again when he had obtained more accurate news.

The Secretary was puzzling his brains to know how to utilize this information when one day he chanced to pick up a magazine in which was an article upon a scheme of a philanthropist to establish a colony of farmers for tilling the soil in

some coöperative manner. The interesting feature was that the projector proposed for his purpose to purchase a large tract of land near A. . . . where, he said, many men had been very successful as truck farmers. Here was a hint. And acting upon it the Secretary wrote once more to Smith, referring to the magazine article, saying he understood that he, Smith, was engaged in agriculture, expressing his own interest in farming, and asking how Smith was progressing. And *that* succeeded. For within a very short time there arrived a ten-page letter from the long lost one, who seemed only too glad to pour forth his trials into a sympathetic ear. And so after several months search communication was reëstablished.

Inasmuch as the custom of definitely securing statistics regarding all students at Cornell is a custom which has existed for but a few years, and in the earlier classes, save for the enthusiasm of a few Secretaries, little was done and no two classes adopted the same plan of procedure, it is suggested that for those Secretaries who are trying to supply such errors of omission in their class history, the following form of letter be prepared on the standard stationery and sent to each class-mate whose early record is incomplete. This form does not purport to be exhausted. It covers only the essential facts, and although it may be added to, should not be abbreviated.

FORM LETTER FOR THE CLASS FILES

19

(Date)

I, _____, of the Class of _____, was
(Sign your name here)

born _____ at _____ . I am the son
(Date of birth) (Place of birth)

of _____ and
(Father's name in full with titles if any, e. g., Dr., Gen., etc.)

(Mother's name (in full) before her marriage to your father)

My father { is } a _____ connected with
 { was }
(Father's occupation)

the _____ as
(Name of father's firm, institution, or corporation) (State capacity in which he is connected)

He was born in the year _____ at _____
(Place of birth)

He was { an ex-member } of the Class of at { College }
 { a graduate } { University }

and he has

(State degrees received since graduation, offices held, or other biographical facts)

My mother was a resident of (Name of town and state) before her

marriage. She was born in the year at (Place of birth)

and was { an ex-member } of the Class of at { College }
 { a graduate } { University }

The following relatives of mine have graduated at Cornell:

{ Give names and classes }
 { and state relationship }

I prepared for college at entered

(Name and location of preparatory schools, and
 of any previous college with degrees received)

college in Freshman, Sophomore, Junior, Senior Year, and left at graduation.

(Cross out three not used)

(If a non-graduate give date of leaving)

In college I

(Give names of prizes, honors, Junior or Senior appointments, position on athletic or other teams and name of Societies, college papers, religious, literary or other organizations and offices held, IN FULL.)

My writings have consisted of

(Give a detailed list of any publications which you have written, edited or contributed to, including books, magazines, pamphlets, etc., stating in each case (a) the date of appearance, (b) the title in full, (c) the name of the publisher, and (d) the place of publication, including, in the case of magazine articles, the volume and pages of each article.)

I am a bachelor } at to { Miss }
 I was married on } (Date of marriage) (Place of marriage) { Mrs. }
 (Name of wife before her marriage to you)

who is still living.

(If dead, give date of death)

She is the daughter of a
 (Name and title, if any, of wife's father) (Present or former occupation of wife's father)

of
 (Address of wife's father, if living, or his former residence if dead)

She is { an ex-member } the Class of at College
 { a graduate of } (Name of college)

We have had children
 (Number of children) (Names of children with PLACES and DATES of birth and death)

(In the case of adult children give names of colleges they have attended, dates of leaving or of graduation, and full particulars of their marriages including names of their children and the dates and places of their births.)

My present occupation is that of a

I am connected with the
 (Name of firm, institution or corporation)

as

(State position which you hold)

My business address is

My residence address is

My best permanent mail address is in care of

My history since leaving Cornell is as follows:

(Give, in narrative form and as fully as possible, (a) list of residences, (b) full account of all business, professional, political, religious or governmental positions you have filled, (c) state *dates of all changes*, (d) and names of all firms or institutions with which you have been connected, and in what capacity, together with (e) names of societies, clubs or other organizations of which you are a member, also (f) additional degrees received, giving name of institution and date of receipt, (g) military record, (h) history of travels, with any noteworthy incidents connected therewith, favorite recreations and names of classmates you have seen most frequently.)

The following questions concern matters of interest and statistical value and are not covered in the above blank. They may assist Secretaries in deciding what to ask of their classmates.

1. History before entering Cornell?
2. Did you engage in any gainful employment before entering Cornell? Give particulars.
3. Did you, wholly or in part, work your way through school or college? What are your conclusions upon this course of procedure?
4. How many brothers and sisters have you had? How many of them reached the age of twenty-one?
5. Where did you room each year in Ithaca? Your roommates?
6. What were your principal interests in Cornell, outside of the curriculum? Your favorite study?
7. What part of your experience at Cornell do you most value in retrospect and what did or do you find to criticize?
8. Since graduation what have been your political and church affiliations?
9. If married, give date and place of birth of your wife, with number of brothers and sisters she had, stating how many reached the age of twenty-one.
10. Give a list of articles written *about* you.
11. How far back has your family history been traced upon your father's side?
12. How far upon your mother's side?
13. If either of the above has been printed give title and date of book.

14. From what country did your first American ancestor upon your father's side emigrate? What was his nationality? In what year (approximately) did he come over and in what State or portion of America did he settle?

15. The same information concerning ancestry on mother's side.

16. State, if possible, the names of your father's male ancestors in the direct line back to the first to arrive in America, giving also the years of their respective births and deaths, principal places of residence, occupations, college degrees, and military and political services.

17. The same information on the mother's side.




FORM AND PRESERVATION OF RECORDS



TWO things should be done by the Life Secretary as soon as possible after Commencement.

In the first place, a card catalog should be prepared which should include the names of all persons who have ever been regularly members of his class according to the University records. The form of card which has been adopted by the Class Secretaries is shown herewith.

NAME	DEGREE	CLASS
Residence		
Business Address		
Firm Name		
Occupation		
Entered Cornell		Left Cornell
Registered from		Course
<small>CORNELL ASSOCIATION OF CLASS SECRETARIES</small>		<small>L. B. RP987</small>

As this card record is to be a permanent one, it should be made out with care, and once it is complete, it would be of material assistance to the University if a duplicate record of the class as a whole were made to be kept in charge of the Secretary of the University. Once a year the Secretary of the University and the Class Secretary should exchange a list of all class changes by death, change of address, marriage, or other material facts relative to the class. Each would be of material assistance to the other in keeping this duplicate list

always up to date. Both the University list and the Class Secretary list would be of great assistance to the Cornellian Council, and to the Associate Alumni in the preparation of mailing lists, or by furnishing information regarding the whereabouts of any former member of the University.

A supply of class stationery should also be procured, uniform in size with the class records sheets. Two Tengwall files with an index in each would complete this equipment. In one file could be kept copies of all letters sent out either to the class or to the Secretaries of other classes, and in the other index could be preserved all letters received from classmates. As incoming letters are of various sizes, the simplest plan is to paste the incoming letter upon the standard perforated sheet without a printed heading, along a line parallel with the binding. This sheet has index of name, address and date on the back. In this way letters are well preserved and are easily accessible.

The number of Class Secretaries who are adopting this method of preserving class correspondence is steadily increasing, and it is to be hoped that its use will soon become general. Inasmuch as all important class correspondence will ultimately be stored in the library of the University when the class ceases to exist, the desirability of such standardization is apparent. By its use, moreover, the work of the Secretary is reduced to a minimum.

Some provision should be made for letters giving information of any kind about one or more of the men. These latter might be filed under the name of the man written *about*, rather than under that of the writer. Thus, if Smith writes that Jones has been appointed to some office, the letter is filed under "Jones," and not under "Smith." If some news of Robinson is included, a slip referring to it may be put under Robinson's name. Some Secretaries instead of this personal file have adopted a system of large individual envelopes with the man's name upon each and in these, as portfolios, are preserved such letters and other items. The plan of pasting the letters upon the standard perforated sheets and keeping them on record in the index file will be found by most Secretaries to be the best method.

In one portion of the file, sheets of perforated grey paper can easily be used to form a scrap-book of class history. Reunion circulars, and dinner menus can best be preserved in this way. Newspaper clippings on the ordinary plain per-

forated sheets should follow either the member's history or the class event mentioned in the memorabilia file.

Photogravure plates, half-tones, or similar materials that have been used in the preparation of class records should be sent to the Librarian of the University with the request that they be preserved in some fireproof building for safe keeping. All surplus copies of class records, Senior class books and similar publications should also be deposited in the University Library subject to the order of the Secretary of the issuing class.

At any time until the edition is exhausted the volumes will be sent by the Librarian to any address upon the receipt of mailing directions, and the necessary postage. The failure to follow this plan of having such material in a safe University center could easily result in the entire loss of valuable records in case the death or illness of the Secretary permits his class material to fall into the hands of persons unfamiliar with its value.

Whenever a class has become so small that there is no longer any Secretary, the accumulated archives of that class may be deposited in the University Library becoming thus a part of the permanent University records. This disposition seems eminently proper and is urged by the University authorities. To insure the accomplishment of this purpose there is issued by the Secretary of the Class Secretaries Association pasters reading as follows:

These Records are the Property of the

CLASS OF.....

CORNELL UNIVERSITY

In case of the death or disappearance of the present
Class Secretary they should be sent at once, by express,
collect, to

THE LIBRARIAN

CORNELL UNIVERSITY, ITHACA, N. Y.

who will immediately notify

THE CORNELL ASSOCIATION OF CLASS SECRETARIES

Always Keep These Records in a Fireproof Safe

A copy of this slip should be pasted in each book of class records, or in other books which the Secretary may desire to have placed in the University Library.

The following standard class supplies can be procured from the Secretary of the Cornell Association of Class Secretaries.

Catalog cards for class lists of members, 1000	\$3.00
Tengwall files No. 1, holding 300 sheets, 2" back, each	1.75
(this is the better size)	
Tengwall files No. 2, holding 600 sheets, 3" back, each	1.75
(this size is rather bulky)	
A-Z index for files, set.	1.00
Index sheets for files in four's, 12	1.00
Class History blanks, 8½ x 14, perforated, Indenture bond, white, for graduates, 500 sheets	5.00
Class History blanks, 8½ x 14, perforated, Indenture bond, tinted blue, for non-graduates, 500 sheets	5.00
Class History blanks, 8½ x 14, perforated, Indenture bond, tinted buff, for under-graduates, 500 sheets	5.00
Class History blanks, 8½ x 14, perforated, Indenture bond, tinted pink, for women, 500 sheets	5.00
Class History blanks, 8½ x 14, perforated, Indenture bond, tinted green, for medical college, 500 sheets	5.00
Class Stationery, 8½ x 14, perforated, Indenture bond, white, with heading and name and address of Secretary, with index on back, 1000 sheets	5.75
Blank sheets, 8½ x 14, perforated, Indenture bond, tinted light brown, with index on back for filing letters received, 1000 sheets	4.50
Grey sheets, 8½ x 14, perforated, light cardboard, for memorabilia, 100 sheets.	2.00
Facsimile signature of Secretary, each	1.00
Envelopes, No. 9, for class correspondence with corner card of Secretary 1000	3.75

THE FINANCING OF CLASS RECORDS



AN IMPORTANT item is the financing of a Record. Very little that is definite can be said on this point because naturally the cost varies greatly with the size and style of the volume issued. Generally speaking, it will be found that a cloth-bound Record of standard size, delivered post-paid, costs about \$2.00 for each member of the class, including the one hundred or more additional copies for complimentary distribution. This will be reduced to a minimum if the light-weight paper is employed, and increased if heavy-coated paper is used and numerous half-tones introduced.

If there is a well developed Class Fund as described under Class Organization, all or a goodly portion of the expense may be met from it. Otherwise a Secretary after assembling his material and obtaining the publication estimate from the printers (which should include the packing, addressing, and mailing by them) may call for subscriptions by a circular letter, per capita cost to be the minimum asked. As a matter of fact responses by many of the class to requests for contributions to the Class Fund are slow, and are sometimes never received. This is, in most instances, due to the fact that the members feel that the class is to a certain extent moribund, and that as a result the class tax will be paid by but a few. In a general way, a Secretary can feel sure that each member of his class will gladly contribute a dollar or two a year toward a Class Fund, provided they feel that some work is actually being accomplished.

A plan that has been adopted with success by some Secretaries is to print the Class Record and send it to each member of the class. In it is enclosed a slip, stating the exact cost of publication and asking that one or two dollars be sent to the Secretary to defray the cost of printing. The amount chosen should be the next even number of dollars above the actual cost per capita. This slight excess will provide for the distribution of the volume to the families of deceased classmates.

PUBLICATION OF CLASS RECORDS



AN IMPORTANT task of a Secretary is the periodical preparation and publication of a Class Record. The experience of other colleges shows that these records vary materially in scope, arrangement and frequency of issue. Few, if any, of the classes at Cornell have published a class record of sufficient importance to be cited as an example of what is desirable in such a publication. At Yale, however, with its years of tradition and the activity of its Class Secretaries Association, many records have been published which are of permanent literary value. The suggestions made in the "Class Secretaries' Handbook" of that University represent a wide experience, and the following suggestions, based upon their latest and most mature opinions may well be followed by our own Secretaries.

The publication of Records at five year intervals appears to be the approved method. Of these the Ten Year (Decennial) Record is apt to be the first elaborate compilation. In practice the Fifteen and Twenty Year Books seem to have less time and care given to them and are often supplementary. The Twenty-Five Year Book is the climax. If the five year plan is adhered to thereafter, the Records usually give only recent news of the men, reunion letters and items of interest, until the arrival of the Forty or Fifty Year Book, which may represent another climax. It is highly important that in at least one of the Records should be included a complete statement of the member's undergraduate career.

The suggestion is made that a Secretary plan his work so as to lay out a series, instead of compiling an independent volume each time. Thus, the first Record, or Senior Year Book, might contain *full* particulars of each man's birth, parentage and antecedents, college honors, clubs, societies, rooms and roommates, and a portrait.

(A Triennial pamphlet, if any, would contain no biographical material, but merely an account of the Reunion and an address list).

Five years after graduation the second Record might be published, containing the members' careers since graduation only with the latest obtainable portraits of deceased members.

(A Sexennial pamphlet, if any, would be like the Triennial).

The third Record (Decennial) would contain a synopsis of matter in the second Record and sketches of the careers of members since that time. It might also contain portraits of deceased members and, perhaps, a brief synopsis of the first Record.

The fourth and fifth Records, appearing fifteen and twenty years, respectively, after graduation, might follow the plan of the third or be mere collections of letters and recent news.

The sixth Record, appearing twenty-five years after graduation, would then contain all the facts published in any previous Record, including the first, with additions to bring it down to the date of compilation and with all genealogical, bibliographical and other gaps, filled. This is the occasion also for the insertion of comparative photographs, showing each man as an undergraduate and as he appeared a quarter of a century later.

The seventh, eighth, ninth and tenth Records, issued at five year intervals, to be either supplements to the sixth or as mere collections of letters and recent news.

The eleventh Record, appearing fifty years after graduation, to be a second climax and résumé of the Class Achievements. Any subsequent publications are supplements only.

Each class record contains in general a biographical sketch of each member of the class, certain statistical material and a class list of names and addresses. In some institutions it has been the custom to separate the graduate from the non-graduate members. This plan would seem to be inadvisable in Cornell for the good fellowship which should continue to exist among all the members of a given class is in no wise dependent upon the possession of a diploma.

The biographies should be as readable and full of human interest as possible. Class letters should be drawn upon freely and the members so made to tell about themselves in their own way.

Each issue may contain a synopsis of all biographical matter previously published so as to be complete in itself.

Some Secretaries, however, do not consider this necessary and make their successive publications a series of supplements in this respect, gaining thus in economy and compactness, but usually losing in the matter of interest.

A Necrology or list of all deceased members with biographies of each. No name should be removed from the regular biographical list because of death. Each should be preserved in its proper sequence permanently but an asterisk should be prefixed to the name of each classmate who has died.

At the end of every volume it is customary to place an address list which may be preserved as a complete roll of the Class, placing asterisks before the names of deceased members and omitting the address, but not removing the names themselves from the alphabetical order. Such a roll serves purposes of reference that are not provided for otherwise. At the end of the roll it is well to give the total number of members, with a summary of those living and those dead.

A feature of interest in some Class Records has been a collection of individual opinions upon various phases of Cornell life. Members have described what seem to them the weak points in the curriculum, the society system, college life as a whole and what seemed the strong points. They have discussed defects and excellences in undergraduate discipline and similar matters. Such discussions are said to have interested the Faculty deeply. In the more important Records, the Decennial and the Twenty-Five Year Book, it has been found interesting to add special articles on the growth of the University and its changes on the various Alumni activities, and on the Professors who taught the class.

In addition to the list of Class Officers and Committees, a note might be inserted, for example in an Appendix, stating the number of pages, the date of publication and the name of the compiler of each previous Record. In this connection the attention of Secretaries is called to the importance of having each Record give the date to which it is supposed to be complete.

Two methods of naming Class Records may be given—one is to call the entire series “History of the Class of . . . Cornell University,” numbering the successive volumes, Volume I, Volume II, etc. This has the advantages of uniformity and

of indicating at once how many previous volumes there have been. On the other hand to some Secretaries the title "History" seems somewhat less accurate and distinctive than "Decennial Record," or "Twenty-five Year Record of the Class of" This choice of titles is purely a matter of individual taste.

It has been recommended by the Association of Class Secretaries that the class reports be issued in volumes which when bound shall measure 6 x 9 inches. For publications in pamphlet form $6\frac{1}{4}$ x $9\frac{1}{2}$ inches is the size to be chosen. This permits of a quarter of an inch loss on the side and a quarter of an inch at top and bottom in trimming in case a number of the pamphlets are bound together. This is the size of most magazines. It is the size, moreover, best adapted for folding with the least waste in the usual size of paper manufactured for printers' use.

The following styles of cover and order of contents are recommended:

Cover. Ribbed silk or buckram. This is more durable than leather binding. The Cornell seal can be utilized either in the old or in the new form. The University colors or the Class colors can appropriately be utilized in the cover design.

Frontispiece. Photograph of Class, Campus scene, or symbolic drawing by a member of the Class.

Title Page. Printed in red if desired.

FIRST BIOGRAPHICAL RECORD

OF THE

CLASS OF 1869

CORNELL UNIVERSITY

JOHN DOE, CLASS SECRETARY

ITHACA

PRINTED BY INK & ROLLER CO.

1874

Preface.

Table of Contents, including list of illustrations.

List of Class Officers and Committees.

Accounts of Class Meetings, including accounts of all formal and informal reunions held by the Class since issuance of last

Class Record, and chronological list with dates of all meetings of the Class held since graduation. (Some Secretaries prefer to place the Biographies first in the Record, and follow these with the accounts of reunions and meetings.)

Biographical Records. Names of all members, dead or alive, in alphabetical order, the dead prefixed by a * and followed by biographies as in the case of the living, or with reference to a previous volume containing complete biographies.

As a type of satisfactory biography the following has been copied from a recent Class Record of the Class of '94:

*"JOHN DOE was born in Hartford, Conn., March 13, 1871. His father, James Doe, a physician and a graduate of the College of Physicians and Surgeons, New York City, Class of '45, was born in Boston, Mass., and his mother, Mary Roe, was born in Ridgefield, Conn. He is one of four children.

"College Honors—A First Colloquy at Commencement. Was a member of the College Choir and the University Glee Club. Was on the Ivy Committee. Delta Kappa Epsilon. Wolf's Head.

"Record Since Graduation—Studied medicine at the College of Physicians and Surgeons, New York City, and received the degrees of M. A. and M. D. in June, 1898. Served on the house staff of St. Luke's Hospital from July, 1898, to July, 1900. From July, 1900, to July, 1902, he was assistant demonstrator of physiology at the College of Physicians and Surgeons. From January, 1903 to 1905, he was assistant surgeon at Roosevelt's Hospital, O. P. D. In October, 1900, he opened an office for the practice of medicine at 23 West 37th Street. In the fall of 1901 he moved to 218 West 59th Street. In November, 1904, he registered with the Massachusetts State Board and now has also an office at Green Hill, Worcester, Mass. The summer of 1904 was spent in travel in England and Europe, and in attendance on some of the hospital clinics in London, Berlin and Berne. From 1907 until the present he has been assistant attending surgeon at the City Hospital, New York City.

"Family—On March 16, 1901, he married Miss Sarah Smith, daughter of John Smith and Margaret C. Smith, at

Worcester, Mass. He has two children: Henry Robinson, born March 18, 1902, in New York City; Richard Smith, born April 30, 1906, in New York City.

"Address—Home: 2 South Moreland Street, Worcester, Mass. Business: 500 E. 100th Street, New York City."

The following is a type of satisfactory chronicling of the lives of the children in a Supplementary Record of an older Class:

The names are fictitious.

"Farrar C. was graduated from Harvard in 1890, from the Harvard Medical School in 1892, the Massachusetts General Hospital in 1893, and began practice in Boston in August, 1893.

"He married, October 12, 1893, Miss Frances McMurray, of Chicago, Ill., and has

CHILDREN

Leslie Frances	b.	Boston, Mass.	April 24, 1897.
Farrar McMurray	"	" "	March 11, 1902.

"Bernard C. married in Detroit, Mich., November 19, 1901, Caroline Ellis of Detroit, and has

CHILDREN

Margaret Elizabeth	b.	Saginaw, Mich.	Jan. 1, 1903.
Mary Katherine	"	" "	Nov. 30, 1904.
Alby Eugenia	"	" "	Feb. 3, 1906.
Alice Emmet	"	New York, N. Y.	June 29, 1907.

"Julia N. married December 29, 1892, Rev. George Reynolds, Pastor of the Presbyterian Church, Richfield Springs, N. Y., and has two

CHILDREN

Sanford Cobb	b.	Richfield Springs, N. Y.	Oct. 27, 1893.
Katharina Rainsford	"	" "	" May 16, 1896.

"Caroline B. married in Richfield Springs, N. Y., June 20, 1899, McNaughton Miller of Albany, N. Y., and has a

SON

Ernest John	b.	Albany, N. Y.	July 21, 1906."
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Bibliography of Members

Statistics. The following statistics have been included in a number of Class Records, and are recommended to be used in whole or in part by other Secretaries:

DEATHS

CLASSMATES

Names	Places	Dates
Alphabetically		
Have columns' left sides perpendicular		
		Total, 100

SEQUENCE OF DEATHS

Last Names	Dates	Ages
	Chronologically	
		Total, 100

WIVES

Mrs. William Z. Jones	Chicago, Ill.	Dec. 31, 1820
Alphabetically		
		Total, —

CHILDREN BORN

Mary Adams	Place	Date
Alphabetically		
		Total, —

RECORD OF SERVICE UNDER U. S. GOVERNMENT

Names Alphabetically	
	Total, —

PROFESSIONS AND OCCUPATIONS

Law	Last Names	Total, —
Medicine	Last Names	Total, —
Etc.		

FATHERS OF CLASSMATES GRADUATED AT CORNELL

Full Names	Graduated 1869	Chronologically
		Total, —

LOCALITY INDEX

Address List of Class Members, as follows:

John Aaron, residence, 227 West 7th Street, Plainfield, N. J.; business, care Limited Oil Company, 19 Broadway, New York City.

Total.....

The total to be always the number of class graduates and non-graduates. The dead starred and address omitted.

DISTRIBUTION OF RECORDS



A COPY of each record should be sent to all living members of the class regardless of whether they contributed to the cost or not. A copy might well be sent to a single relative of each dead classmate, husband or wife, son or daughter, to maintain their interest in Cornell and in the class.

In addition to these it might be well to send a copy with the compliments of the class to the donees marked with an asterisk in the following list:

- *President, Cornell University
- *Cornell University Library
- *Secretary, Cornell Association of Class Secretaries
- *Secretary, Yale Association of Class Secretaries
- *Congressional Library, Washington, D. C.
- *New York State Library, Albany, N. Y.
- *New York Public Library
- *Boston Public Library
- *Cornell Club of New York City
- *University Club of New York City
- Bryn Mawr College Library
- University of California Library
- Columbia University Library
- University of Chicago Library
- Harvard University Library
- Leland Stanford University Library
- University of Michigan Library
- University of Pennsylvania Library
- Princeton University Library
- Smith College Library
- Vassar College Library
- University of Wisconsin Library
- Yale University Library

In connection with the colleges mentioned in the list it is suggested that the records be sent, not directly by the class, but to the Cornell University Library, with a request to send

them from there. The Library may negotiate "exchanges" by means of them which would be of benefit to the University.

As a matter of course each Class Secretary should have on his permanent mailing list the names of all Class Secretaries of this Association, and a copy of each circular letter sent out to a class should be sent to each one of his colleagues. Class Records, too, should be supplied to such Class Secretaries as desire to be placed upon an exchange list.

In a similar way it would be well if each Class Secretary should place on his mailing list the name of the Secretary of the Class Secretaries Associations of any college or University in which an organization similar to our own exists. A system of exchanges with these Secretaries could be arranged with advantage by our own Association, and a certain number of Class Records could be profitably sent to the Secretary of our Association for distribution to other Associations of Class Secretaries who are willing to coöperate with us in a similar way. The knowledge of what is being done by such Associations throughout the country could not fail to be of material mutual advantage.

It is proper also to include in every volume a note, for example, on the reverse of the title page, to the effect that if a copy of the book falls into the hands of one who does not value it, he would confer a favor by sending it to the Cornell University Library, which is always glad to secure such copies. With every copy sent out it is well to enclose a postal card, addressed to the Secretary, and having on the reverse a form of receipt to be signed by the recipient, and the card then returned.



OBITUARY NOTICES



IN case of a death of a member it is customary to do several things.

First, send to all living members a black bordered card giving notice of his death. The size of this which has proved most convenient is the 6 x 6¼ inch. This is the largest size sheet which with one fold will go in the standard envelope, 6¼ x 3½. The information contained in this notice should be such that any classmate may know to whom he can send a note of sympathy if he desires so to do.

A brief obituary notice, compiled from the class record should be prepared and sent to the Cornell Alumni News.

In the name of the class a note of sympathy with flowers if so desired, can be sent to the family or to the home at the time of the funeral.

In some instances where it is possible to do so, a class meeting might be called at some convenient time and place. At this meeting resolutions of sorrow and sympathy are adopted by a Committee and a copy sent to the family instead of a letter from the Secretary. If this plan be pursued it would be well to add to the notice a paragraph, "A special meeting of the class for the purpose of taking appropriate action is hereby called, and will be held (place) on the (date, with hour)."

The following form is suggested as appropriate:

To the members of Cornell '00:

Date.....

It is with great regret that I announce the death of our Classmate, Richard Roe, Friday, December 0, '00, at (place).

Roe was (a few words about his last occupation) until he was taken ill with (nature of illness and approximate date of seizure). Funeral services were held (date) in (church, city and state) and the interment was (or will be) at.....

Roe left surviving (widow, father, mother, or other nearest relative with name) whose address is.....

Dated, December 00, '00. **JOHN DOE**, *Class Secretary*
(Address)

COÖPERATION WITH THE UNIVERSITY



IT IS eminently desirable that the closest harmony and co-operation should exist between the Class Secretaries and the Secretary of the University, who is the immediate representative of this particular phase of University work. Mention has been made already of the great assistance which could be rendered by the University at the outset of the student's career. This should then be carried on as a matter of course by the Class Secretaries, but it frequently happens that information reaches the Secretary of the University concerning a former student which his own Class Secretary does not have. The reverse of this is also true.

After a class has ceased to exist its class records, memorabilia, and other historical documents should ultimately find their way into the University Library. The forging of a firm connecting link in such a manner as that described in another section of this book would do much to assist both our Alma Mater and our Secretaries.



WITH ALUMNI ASSOCIATIONS



THE Cornell Club of New York City was the first Alumni body of any importance to be organized out of the city of Ithaca, but as will be seen by the accompanying list, the number of Cornell Clubs and Associations is now large and is steadily increasing. To properly organize a Cornell Club in any locality, specific knowledge must be secured as to the whereabouts of all former students within a reasonable radius of the club headquarters. This information the Class Secretaries should be able to supply, but inasmuch as they are widely scattered it is necessary that the material which they have should be collected at one central bureau at Ithaca. Here,

too, the geographical list that has been suggested would give the necessary information at once.

Similar coördination of names and addresses by class and by residence should also be available for the use of the Cornellian Council and cordial coöperation with that body is also imperative if our work is to be productive of much practical good.

The growing magnitude and complexity of the work of the Class Secretaries, especially in view of the great increase of later classes, the desirability of accumulating and preserving of Cornell data and memorabilia of all kinds in a systematic fashion, and the advantage of lightening the work of individual Secretaries by distributing this work among a large number of loyal Alumni in different parts of the country all suggest that some plan should be made to secure the appointment of official correspondents at various centers of Cornell men throughout the country and beyond. The Secretary of each Cornell Club or Association could very properly be made an *ex officio* associate member of the Secretary's Association. It might frequently happen that such Secretaries would be of great value to a Class Secretary in relocating some lost classmate.

There are doubtless many other suggestions as to methods which could be advised which could synchronize the activities of our three Alumni organizations, but enough has been said to indicate some of the methods which can be followed with some certainty of success. As we progress in our work it is hoped that the threefold tie will steadily become stronger.



WITH THE "CORNELL ALUMNI NEWS"



IF IT were possible to send personal bulletins regarding members of the class to each individual, this would be the ideal method of inter-communication. As it is, the "Cornell Alumni News" is trying to be this medium of communication. Much of its success in this rôle will depend upon the hearty coöperation of the Class Secretaries. Each Secretary, upon request,

will be supplied with postal cards directed to the Editor of the "Alumni News," and on these, from time to time, he should send any items of interest regarding his own classmates, or other Cornellians. These items include the achievements, honors conferred, changes in occupation or address, marriages, and births of children. In the case of class reunions or of annual dinners, either of the class, or of Cornell Clubs and Associations, it should be the duty of some one present to send an account of the function to Ithaca for publication in the "News." If that plan were followed the value of the paper to the Alumni would be greatly increased and with an increased circulation, the paper itself would benefit.



SUGGESTIONS FOR THE FUTURE



WITH the conferring of diplomas upon the first class at Cornell in 1869, a series of graduate organizations came into existence. The Associate Alumni was naturally the first of these. Then the need was felt for some society which should give to each class a representative and this led to the formation of the Cornell Association of Class Secretaries. More recently the need for the consolidation of all efforts on the part of former students to do their share in providing funds for the maintenance and material growth of the University has led to the formation of the Cornellian Council. Similar activities have followed the foundation and growth of other institutions of learning, and their history seems to show that the time is now ripe for the welding together of our various alumni organizations in such a wise that the three bodies—the Associate Alumni, the Class Secretaries, and the Cornellian Council—while each having its own separate and definite duties, shall all three be so associated as to economize expenditure, prevent duplication of work, and thereby enhance their efficiency.

We long ago learned at Cornell, that to secure a winning crew the men must work, not as separate units, but as individual cogs in a perfected piece of human machinery. In a similar way it would seem to me and to others who have given this whole subject much thought, that a more definite affiliation of the three graduate organizations already mentioned could profitably be accomplished. As a first step in this affiliation the President of the Cornellian Council and the President of the Association of Class Secretaries should be made *ex officio* members of the Board of Directors of the Associate Alumni. If this were done an added strength would be given to that organization. The President of the Association would then naturally become the Chairman of the Committee on Commencement and Alumni Reunions, the Class Secretaries of all classes holding formal reunions would naturally constitute an Executive Committee to work with the President of the Association of Class Secretaries and formulate a definite Commencement program, thus increasing the efficiency of the

Class Secretaries and making the Alumni Reunions more successful and interesting than they have been heretofore.

Several years ago the custom was adopted by one of the classes meeting at Commencement of extending an invitation to any members of the class preceding and the class following it, who might be in Ithaca at commencement time to join with the Reunion Class and regard themselves for the time being as its members. An amplification of this plan would seem to be well worth consideration. Seven classes are always more or less associated during the University life of a single class and it generally happens that a member of the graduating class has friends in the three classes which immediately preceded or immediately followed his own. It would be well to extend still further the invitation just mentioned to include *any members of the two classes immediately preceding and following the Reunion Class*. If this plan were followed out it would mean that at Commencement time all former students of all classes would have a definite center of attraction and could easily be made to feel that their presence gave an added pleasure to the class whose Reunion was the principal attraction at that particular time. This would compare favorably with the rather complex group plan of Reunions that has been advocated at sister universities and once established it is probable that its success would lead to the continuance of the plan. Each class, of course, under our present system of class registration could easily have its own headquarters and its own festivities if it so desired, but frequently two or three members only of a class will happen to be in Ithaca at Commencement time and feel, at the present time, that they are practically excluded from class Reunions.

With the growth of Class Records and the increased accumulation of material which in the future will be of a special value to the historical student who concerns himself with the growth of educational institutions, it would seem wise to provide, even at this early date, some headquarters in Ithaca which should be the final repository for Class memorabilia of any sort which its secretary may not find it useful or convenient to keep among his own belongings, or which he prefers to deposit in some central office. The various photographs, engravings and other illustrations used in class books could there

be received, catalogued, stored and held subject to the order of the secretary of the issuing class; the unused copies of Class Records could be deposited there and mailed therefrom at the direction and order of the Class Secretary. It might be ultimately possible to have a paid Office Secretary in charge of this bureau who could assist the Class Secretaries in the compilation of records, in the issuance of circular letters, of the reunion correspondence, or in the furnishing to graduates or non-graduates information now supplied by the individual secretaries. Some of the more wealthy graduates might well endow such an office and provide for an office secretary. Such a bureau has already been established at Yale and has been found to be of material assistance to the University and to the Class Secretaries in many ways.

In view of the fact that the University Library is the natural place in which such records could be deposited and the Secretary of the University, the one officer who is especially interested in coöperative work with the class Secretaries, it might be well if some arrangement could be made to have the University authorities assume charge of this department of the work. A geographical index at such a bureau would be of material assistance in the organization of Alumni Associations or Cornell Clubs. The University in this way could work with the Class Secretaries Association to their mutual advantage.

These suggestions have not been made in a spirit of criticism, but in the hope that they may arouse a certain amount of discussion among the alumni, and, if the various plans suggested are found desirable they may be adopted or modified in any way which seems best.

It is the hope of the writer that this initial publication of the Cornell Class Secretaries will pave the way for future contributions of a similar character which will stimulate the work at Cornell, and possibly be the indirect source of inspiration or of help to the many men and women throughout our land who have the welfare of their own individual Alma Mater ever prominently in mind.

ASSOCIATE ALUMNI
CORNELL UNIVERSITY



OFFICERS

1913-1914

President

ROGER LEWIS, '98
32 Liberty Street, New York City

Vice-Presidents

ELON HUNTINGTON HOOKER, '94
MRS. FREDERICK VERNON COVILLE, '89

Secretary

WILLARD WINFIELD ROWLEE, '88
11 East Avenue, Ithaca, N. Y.

Treasurer

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Directors

CHARLES MONROE THORP, '84
JAMES HARVEY EDWARDS, '88
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THE CORNELLIAN COUNCIL



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1913-1914

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IRA ADELBERT PLACE, '81

Vice-President

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EADS JOHNSON, '99

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THE PRESIDENT

THE VICE-PRESIDENT

ERNEST VAIL STEBBINS, '93

EDWARD LIVINGSTON STEVENS, '99

ROBERT EARL COULSON, '09



HONORARY MEMBERS

JULIUS CHAMBERS, '70

FREDERIC SCHOFF, '71

WILLIAM JONES YOUNGS, '72

ACTIVE MEMBERS

- 1874 LAZENBY, WILLIAM RANE
State University, Columbus, Ohio
- 1875 HARMON, CHARLES SUMNER
First National Bank Building, Chicago, Ill.
- 1876 CADY, JEREMIAH KIERSTED
172 Washington Street, Chicago, Ill.
- 1877 HAVILAND, MERRITT ELVIN
32 Nassau Street, Manhattan, New York City
- 1878 EVERSON, CHARLES BROWN
Everson Building, Syracuse, N. Y.
- 1879 TOMKINS, CALVIN
21 West 10th Street, Manhattan, New York City
- 1880 MESSENGER, HIRAM JOHN
Care of Travelers Insurance Company, Hartford, Conn.
- 1881 PLACE, IRA ADELBERT
Grand Central Terminal, Manhattan, New York City
- 1882 SCHENCK, HERBERT DANA
75 Halsey Street, Brooklyn, N. Y.
- 1883 MATTHEWS, FRANKLIN
Care of New York Times,
Times Building, Manhattan, New York City
- 1884 PATTEN, HENRY JAY
Western Union Building, Chicago, Ill.
- 1885 EIDLITZ, ROBERT JAMES
30 East 42d Street, Manhattan, New York City
- 1886 DE LIMA, ELIAS ABINUN
2 Broadway, Manhattan, New York City
- 1887 MILLER, GEORGE CONGDON
1012 Fidelity Building, Buffalo, N. Y.
- 1888 METZGER, ALBERT ELBRACHT
President, German-American Trust Company, Indianapolis, Ind.
- 1889 STERN, LEON
Chamber of Commerce Building, Rochester, N. Y.
- 1890 AUERBACH, JUNIUS THEODORE
6 Beacon Street, Boston, Mass.
- 1891 ALMIRALL, RAYMOND FRANCIS
185 Madison Avenue, Manhattan, New York City
- 1892 MICKLE, ROBERT THOMAS
Drexel Building, Philadelphia, Pa.
- 1893 STEBBINS, ERNEST VAIL
42 Broadway, Manhattan, New York City
- 1894 YOUNG, EDWIN PARSON
Tonawanda, Pa.
- 1895 PATTERSON, WOODFORD
Ithaca, N. Y.
- 1896 BURDEN, OLIVER DUDLEY
935 University Block, Syracuse, N. Y.
- 1897 LYON, NEWALL
45 Cedar Street, Manhattan, New York City
- 1898 KUHN, JOHN JOSEPH
177 Montague Street, Brooklyn, N. Y.

- 1899 STEVENS, EDWARD LIVINGSTON
154 Nassau Street, Manhattan, New York City
- 1900 BENSLEY, JOHN RUSSELL, JR.
3933 Ellis Avenue, Chicago, Ill.
- 1901 SENIOR, JOHN LAWSON
First National Bank Building, Tulsa, Okla.
- 1902 WHINERY, MAURICE
7 Laight Street, Manhattan, New York City
- 1903 MORSE, RAYMOND PARMELEE
166 Gates Avenue, Brooklyn, N. Y.
- 1904 TIBBETTS, HARLAND BRYANT
37 Wall Street, Manhattan, New York City
- 1905 WILDER, ERSKINE PHELPS
Elmhurst, Ill.
- 1906 COIT, ROBERT HOWLAND
356 Cherry Street, Grand Rapids, Mich.
- 1907 POLLAK, JULIAN ALBERT
2648 Stanton Avenue, Cincinnati, Ohio
- 1908 MENNEN, WILLIAM GERHARD
42 Orange Street, Newark, N. J.
- 1909 COULSON, ROBERT EARL
62 Cedar Street, Manhattan, New York City
- 1910 WALBRIDGE, RODNEY OLIN
177 Rugby Road, Brooklyn, N. Y.
- 1911 HAWKES, ARTHUR WYLLYS, JR.
Phoenix, N. Y.
- 1912 YOAKUM, FINIS EWING, JR.
140 East Avenue, 59, Los Angeles, Cal.

- 1913 KREMER, WARD
514 West 114th Street, Manhattan, New York City
- MEMBERS AT LARGE**

- 1873 FRANEKENHEIMER, JOHN
25 Broad Street, Manhattan, New York City
- 1876 WASON, CHARLES WILLIAM
9209 Euclid Avenue, Cleveland, Ohio
- 1885 COMSTOCK, MRS. ANNA BOTSFORD
Roberts Place, Ithaca, N. Y.
- 1885 KITTINGER, GEORGE BATCHELDER
659 Colman Block, Seattle, Wash.
- 1892 BACON, GEORGE WOOD
115 Broadway, Manhattan, New York City
- 1897 AFFELD, FRANK OTTO, JR.
141 Broadway, Manhattan, New York City
- 1900 WHITE, KELTON EWING
303 North 4th Street, St. Louis, Mo.
- 1901 METCALF, WILLIAM, JR.
1410 Oliver Building, Pittsburgh, Pa.
- 1901 STRAIGHT, WILLARD DICKERMAN
23 Wall Street, Manhattan, New York City
- 1902 SHEPHERD, ERNEST STANLEY
Geophysical Laboratory, Carnegie Institute, Washington, D. C.

ALUMNI SECRETARIES

CORNELL CLUBS AND ASSOCIATIONS



GENERAL

- THE ASSOCIATE ALUMNI OF CORNELL UNIVERSITY
ROWLEE, PROF. WILLARD WINFIELD . 11 East Avenue, Ithaca, N. Y.
- THE CORNELLIAN COUNCIL
JOHNSON, EADS 30 Church St., New York City
- THE CORNELL ASSOCIATION OF CLASS SECRETARIES
AUSTEN, WILLARD . . . Ambleside, University Place, Ithaca, N. Y.
- THE CORNELL SOCIETY OF CIVIL ENGINEERS
TRURAN, ERNEST ALFRED . . 419 Warburton Ave., Yonkers, N. Y.

EAST

- CORNELL UNIVERSITY CLUB
. 65 Park Ave., New York City
- CORNELL CLUB OF NEW ENGLAND
PALMER, LEWIS EUGENE 6 Beacon St., Boston, Mass.
- CORNELL ASSOCIATION OF CONNECTICUT
BUTLER, ROBERT PAUL 165 Whitney St., Hartford, Conn.
- CORNELL ASSOCIATION OF BROOKLYN
COBLEIGH, HENRY RICE (International Steam Pump Co.)
. 115 Broadway, New York City
- CORNELL ALUMNI ASSOCIATION OF EASTERN NEW YORK
COX, JAMES WILLIAM, JR. P. O. Box 677, Albany, N. Y.
- CORNELL ALUMNI ASSOCIATION OF SCHENECTADY
DIX, HOWARD WHEDON 841 Union St., Schenectady, N. Y.
- CORNELL ALUMNI ASSOCIATION OF NORTHERN NEW YORK
HOOKER, GEORGE HAINES 8 State St., Watertown, N. Y.
- CORNELL CLUB OF OSWEGO COUNTY
JUDSON, DAVID HENRY 172 West 5th St., Oswego, N. Y.
- ONEIDA COUNTY CORNELL ASSOCIATION
MASON, CHARLES BLIVEN 72 Oneida St., Utica, N. Y.
- CORNELL CLUB OF HERKIMER COUNTY
MCINTOSH, FREDERICK D. Little Falls, N. Y.
- CORNELL CLUB OF SYRACUSE
COSTELLO, ARTHUR ALEXANDER
. 42 White Memorial Bldg., Syracuse, N. Y.
- CORNELL ALUMNI ASSOCIATION OF SENECA FALLS
GAY, JOHN SEDGWICK 116 Fall St., Seneca Falls, N. Y.

CORNELL CLUB OF BINGHAMTON

HART, HAROLD LESLIE 24 Murray St., Binghamton, N. Y.

CORNELL ALUMNI ASSOCIATION OF THE SOUTHERN TIER

GANNETT, FRANK ERNEST . . . Elmira Star-Gazette, Elmira, N. Y.

CORNELL CLUB OF ROCHESTER

WELDGEN, NICHOLAS JOHN . . 911 Wilder Bldg., Rochester, N. Y.

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CORNELL CLUB OF WESTERN PENNSYLVANIA

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CORNELL CLUB OF WASHINGTON

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CORNELL UNIVERSITY CLUB OF LOUISIANA

SOULÉ, EDWARD EVERETT . . 603 St. Charles St., New Orleans, La.

CORNELL UNIVERSITY CLUB OF TEXAS

FOUNTAIN, THOMAS LILY, Fountain-Shaw Engraving Co., Dallas, Texas

MIDDLE

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MANDLER, CHARLES JACOB 430 Superior St., Toledo, Ohio

CORNELL UNIVERSITY ASSOCIATION OF INDIANA

NOYES, NICHOLAS HARTMAN . Care of Eli-Lilly & Co., Indianapolis, Ind.

CORNELL ALUMNI ASSOCIATION OF MICHIGAN

HASTINGS, HAROLD MERWIN . . . 9 Fairbanks St., Detroit, Mich.

CORNELL UNIVERSITY ASSOCIATION OF CHICAGO

SAILOR, ROBERT WARREN 1415 Michigan Ave., Chicago, Ill.

CORNELL UNIVERSITY ALUMNI ASSOCIATION OF MILWAUKEE
 FERNOW, BERNHARD EDWARD, JR. (Cutler-Hammer Mfg. Co.), Milwaukee, Wis.

THE CORNELL CLUB OF ST. LOUIS
 BOUGHTON, JUDSON HARTWELL Pierce Bldg., St. Louis, Mo.

NORTHEASTERN CORNELL CLUB
 FLOCKEN, CHARLES FREDERICK, M. D. 2624 Emerson Ave., South, Minneapolis, Minn.

CORNELL ALUMNI ASSOCIATION OF IOWA
 ROCKEFELLER, ROY POLK (Rock Island Railroad), Davenport, Iowa

HEAD OF THE LAKES CORNELL ASSOCIATION .
 HARGREAVES, FRED WELLS 513 East 3d St., Duluth, Minn.

OMAHA CORNELL CLUB
 BATTIN, JOHN WILSON 925 N. Y. Life Bldg., Omaha, Nebr.

WEST

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 ROGERS, EDMUND. 403 McPhee Bldg., Denver, Colo.

CORNELL ALUMNI ASSOCIATION OF UTAH
 WILLIAMS, PAUL O. S. L. R. R., Salt Lake City, Utah

LOGAN CORNELL CLUB
 PETERSON, ELMER GEORGE . Utah Agricultural College, Logan, Utah

CORNELL UNIVERSITY ASSOCIATION OF SPOKANE
 PRICE, ERNEST University Club, Spokane, Wash.

CORNELL ALUMNI ASSOCIATION OF SEATTLE
 CRAWFORD, THOMAS FREW, JR. (Terminal Machinery Co.), 801 Lowman Bldg., Seattle, Wash.

PACIFIC NORTHWESTERN ASSOCIATION
 NASH, FRANK DEELWIN . 500 Bank of Calif. Bldg., Tacoma, Wash.

CORNELL ALUMNI ASSOCIATION OF PORTLAND
 SAILOR, GEORGE RAYMOND Couch Bldg., Portland, Oregon

CORNELL UNIVERSITY CLUB OF NORTHERN CALIFORNIA
 GOODRICH, LEROY ROSENGREN 332 Forest St., Oakland, Cal.

CORNELL UNIVERSITY CLUB OF SOUTHERN CALIFORNIA
 BLACK, CHARLES WILLARD . . 1223 Maryland St., Los Angeles, Cal.

FOREIGN AND INSULAR

CORNELL ALUMNI ASSOCIATION OF FRANCE
 CHARPIOT, HENRY CHARLES 26 rue Laffitte, Paris, France

CORNELL CLUB OF HAWAII
 CASE, DR. LLOYD EVERETT Quartermaster Department, Honolulu, Hawaii

CORNELL ALUMNI ASSOCIATION OF THE PHILIPPINE ISLANDS
 GIDEON, ABRAHAM City Hall, Manila, P. I.

CORNELL CLUB OF NORTH CHINA
 HANSON, GEORGE CHARLES . . American Consulate, Chefoo, China

WOMEN'S CLUBS

FEDERATION OF CORNELL WOMEN'S CLUBS

BOWERS, MISS EMMA 408 Hector St., Ithaca, N. Y.

ALBANY

DUNHAM, MRS. FREDERICK GIBBONS. 352 Manning Blvd., Albany, N. Y.

BOSTON

JOHNSON, MISS LAURA KATHERINE 102 "The Fenway," Boston, Mass.

BUFFALO

NORTH, MRS. ROBERT 50 Saybrook Place, Buffalo, N. Y.

CHICAGO

SAILOR, MRS. ROBERT WARREN 6111 Washington Blvd., Oak Park, Ill.

CLEVELAND

BEAHAN, MRS. WILLARD . . . 2213 Bellfield Ave., Cleveland, Ohio

ITHACA

NORTHROP, MISS LOUELLA Forest Home, Ithaca, N. Y.

NEW YORK

HELLER, MRS. HARLEY HOWARD 1330 St. Nicholas Ave., N. Y. City

PHILADELPHIA

WHITELEY, MISS ETHEL . . 2253 North 53d St., Philadelphia, Pa.

ROCHESTER

PROSEUS, MISS EDNA. 409 Jefferson Ave., Rochester, N. Y.

TROY

TRUE, MISS MARY Troy High School, Troy, N. Y.

UTICA

BIBBINS, MISS FLORENCE ESTELLE . . 857 Genesee St., Utica, N. Y.

WASHINGTON

DONNAN, MISS ELIZABETH . . 3809 Keokuk St., Washington, D. C.

WORCESTER

TUCKER, MISS ARABELLA HANNAH . 554 Pleasant St., Worcester, Mass.



CORNELL UNIVERSITY

CLASS OF 1869

The following standard class supplies can be procured from the Secretary of the Cornell Association of Class Secretaries.

Catalog cards for class lists of members, 1,000	\$3.00
Tengwall files No. 1, holding 300 sheets, 2' back (this is the better size), each.....	1.75
Tengwall files No. 2, holding 600 sheets, 3' back (this size is rather bulky), each.....	1.75
A—Z index for files, set.....	1.00
Index sheets for files in 4's, 12	1.00
Class History blanks, 8½ x 14, perforated, Indenture bond, white, for graduates, 500 sheets.....	5.00
Class History blanks, 8½ x 14, perforated, Indenture bond, tinted blue, for non-graduates, 500 sheets.....	5.00
Class History blanks, 8½ x 14, perforated, Indenture bond, tinted buff, for under-graduates, 500 sheets.....	5.00
Class History blanks, 8½ x 14, perforated, Indenture bond, tinted pink, for women, 500 sheets	5.00
Class History blanks, 8½ x 14, perforated, Indenture bond, tinted green, for medical college, 500 sheets.....	5.00
Class Stationery, 8½ by 14, perforated, Indenture bond, white, with heading and name and address of Secretary, with index on back, 1,000 sheets.	5.75
Blank sheets, 8½ x 14, perforated, Indenture bond, with index on back for filing letters received, 1,000 sheets.....	4.50
Grey sheets, 8½ x 14, perforated, light cardboard, for memorabilia, 100 sheets.....	2.00
Fac-simile signature of Secretary, each.....	1.00
Envelopes for Class Correspondence with corner card of Secretary, No. 9, 1,000.....	3.75

Hunter Collins, Printer, 138 Livingston Street, Brooklyn, N. Y.

CORNELL UNIVERSITY

CLASS OF 1869.

SECRETARY

MORRIS LYON BUCHWALTER.
CAREW BUILDING.
CINCINNATI,
OHIO

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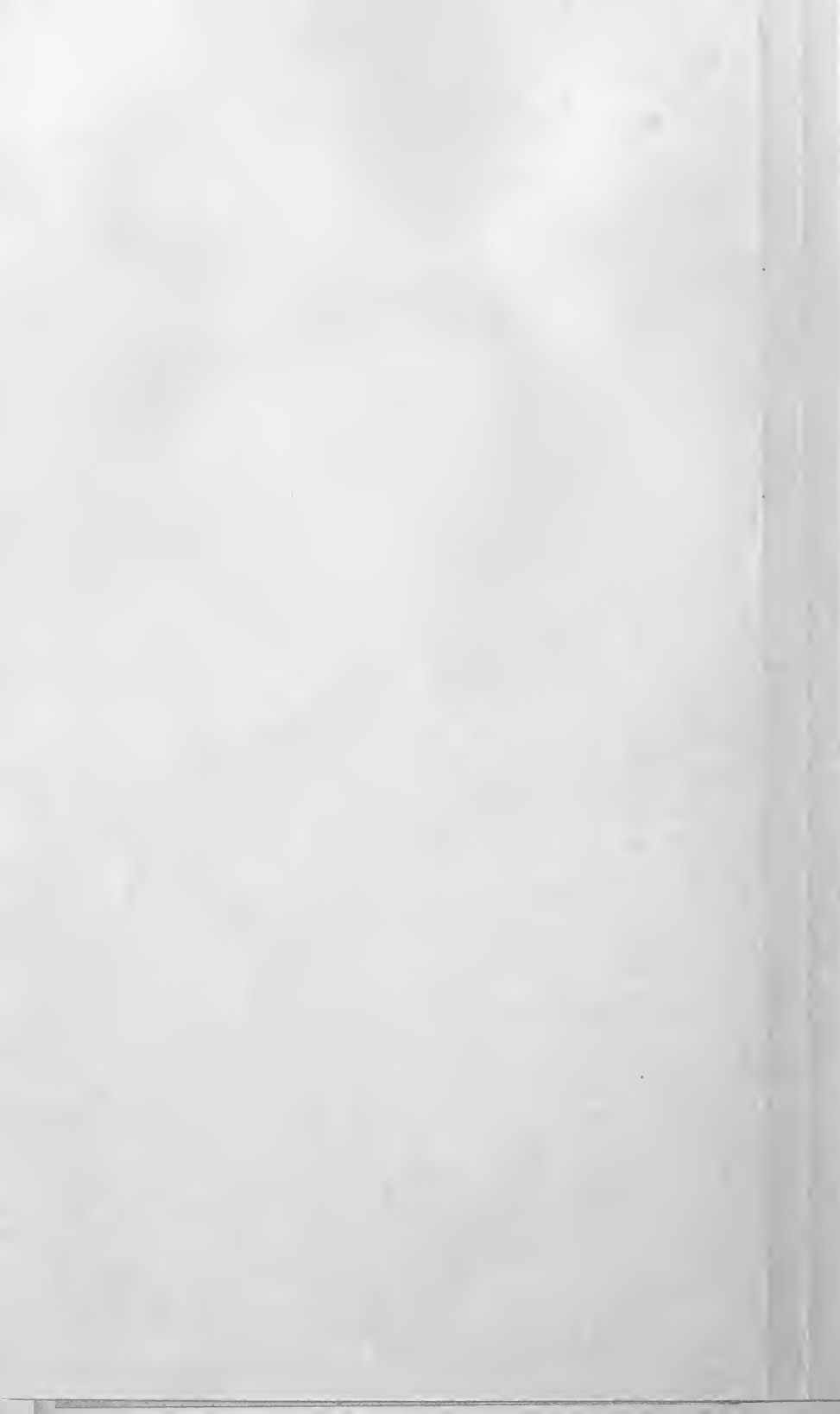
MEMBER OF CORNELL ALUMNI ASSOCIATION OF

SS OF SOME RELATIVE OR PERSON WHO WILL HABITUALLY KNOW YOUR ADDRESS

ULARLY, CIVIC, SOCIAL OR BUSINESS HONORS; CLUBS, SOCIETIES, BOOKS PUBLISHED

MABEL DE FOREST

LIFE SECRETARY FOR WOMEN, 58 Harrison Ave., SPRINGFIELD, MASS.



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CORNELL UNIVERSITY,

CLASS OF 1912

NAME IN FULL (NO INITIALS)

DEGREE
B. S.

MEMBER OF CORNELL ALUMNI ASSOCIATION OF

MAIL ADDRESS

CITY

STATE

OFFICE ADDRESS

CITY

STATE

RESIDENCE

CITY

STATE

NAME AND ADDRESS OF SOME RELATIVE OR PERSON WHO WILL HABITUALLY KNOW YOUR ADDRESS

YEAR

OCCUPATION

NAME OF COMPANY

ITEMS OF GENERAL INTEREST SINCE GRADUATION.—NOTE PARTICULARLY, CIVIC, SOCIAL OR BUSINESS HONORS; CLUBS, SOCIETIES, BOOKS PUBLISHED

DATE _____

PLACE OF BIRTH

DEATHS IF ANY

SE

DEGREES

CORNELL UNIVERSITY

CLASS OF 1884

SECRETARY

there will be created a Class fund that will always be available in case of necessity or in the future to be devoted to some Class memorial such as has been talked of upon a number of occasions. This annual contribution need not be large but it should come from EVERY MEMBER OF THE CLASS so that all may feel that they are doing their part for the common good. Some amount between one and five dollars a year, according to the inclination of the giver, if ALL CONTRIBUTE, will be ample to meet our current expenses and leave us a small balance each year. The coming year, the year of our Twenty-Five Year Reunion will involve considerable extra expense and it is hoped that the response to the enclosed card will be prompt and ample.

Fraternally yours,

Henry P. de Forest

VITAL STATISTICS

BIRTHPLACE _____ COUNTY OF _____ STATE OF _____ DATE _____

PARENTS NAMES IN FULL (MAIDEN NAME OF MOTHER), WHEN AND WHERE BORN, AND ITEMS OF INTEREST REGARDING THEM

FATHER _____ ADDRESS _____

MOTHER _____ ADDRESS _____

ITEMS OF GENEALOGICAL INTEREST _____

MARRIAGE DATE _____ PLACE _____ NAME _____

NAME OF CHILDREN	PLACE	DATE OF BIRTH	NAME	PLACE OF BIRTH	DEATHS IF ANY

UNIVERSITY STATISTICS

PREPARATORY SCHOOL NAME, LOCATION, ETC. _____

CORNELL DATE OF ENTRANCE _____ DATE OF DEPARTURE _____ COURSE _____ DEGREES _____

FRATERNITY AND CLASS SOCIETIES _____

ATHLETICS _____

CLUBS _____

HONORS _____

MISCELLANEOUS _____

OTHER DEGREES AND COURSES, WHEN AND WHERE TAKEN _____

CORNELL UNIVERSITY

CLASS OF 1884

SECRETARY

HENRY P. DE FOREST, M.D.,
HOTEL SOMERSET,
160 WEST 47TH STREET,
NEW YORK CITY.

December 2, 1908

Classmates:----

This is a begging letter and as the composition of such an epistle is new to me, I will begin by giving you a little Class history.

For nearly twenty-five years the work of correspondence, keeping of Class Records and supplying the University authorities with information concerning members of the Class, has been done almost entirely by the Class Secretary. This work he has been glad to do, for, if the Class is to remain united and its members kept in touch each with the other, someone has to do it.

In addition to the actual clerical work, there is, and will continue to be, a certain amount of expense involved, and this expense, too, for whatever purpose, has been paid by the Secretary personally. At the Class Reunion this money has been refunded to me by the subscriptions of those members of the Class who were present at the Reunion, but this plan, while satisfactory so far as the Secretary is concerned, is not fair to the other members of the Class, who, I am sure, without exception, would wish to bear their part in the legitimate expenses of the Class organization.

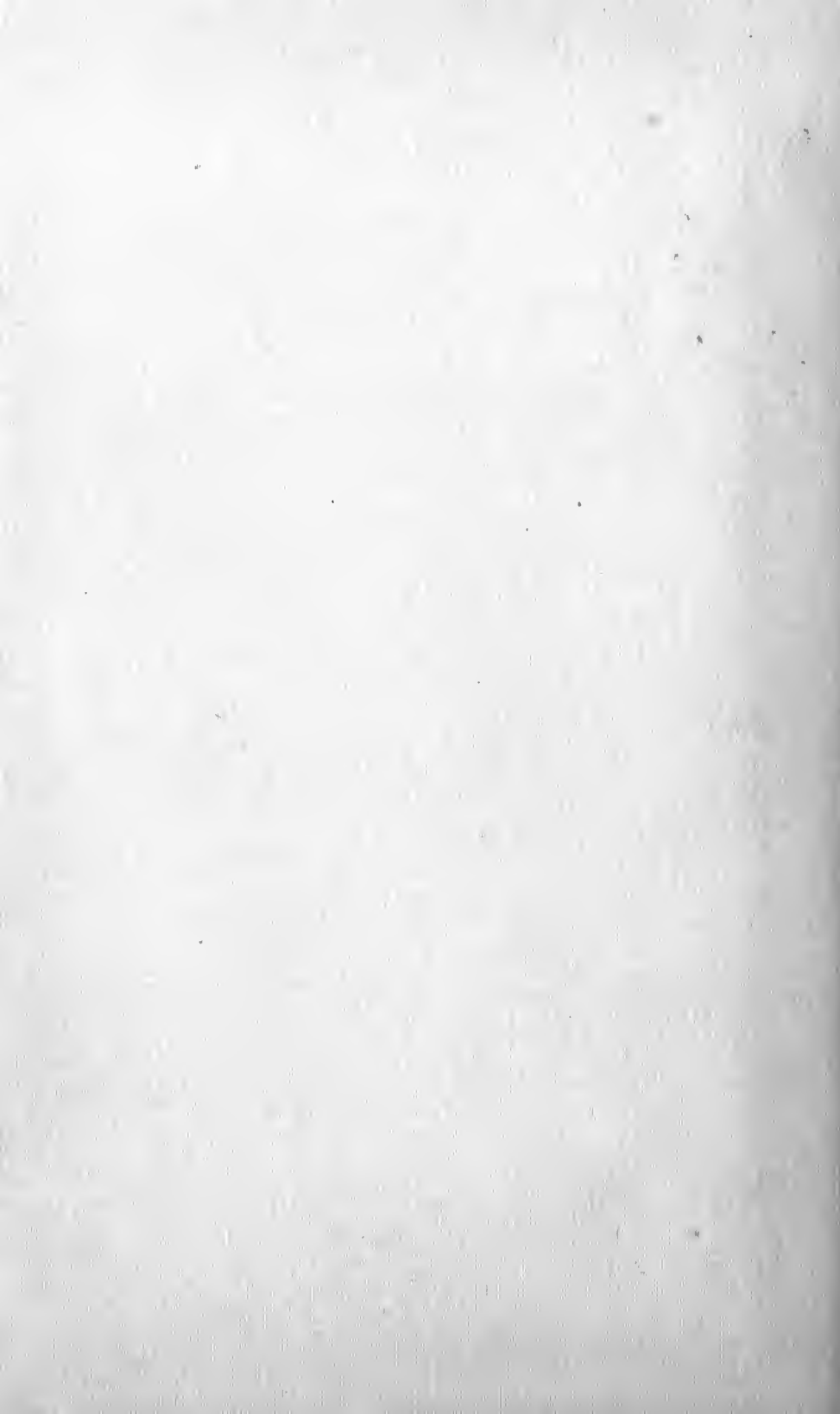
Within the past few years there has been organized an Association of Class Secretaries from all classes ever in the University, working together through their representatives for University interests. The initial expense of this organization has been considerable, and this, too, should be borne by the Class as a whole.

It has unfortunately happened occasionally that the death or sickness of someone of our classmates has made necessary some special expense for a testimonial, ostensibly borne by the Class as a whole but really paid by a very few members.

For these reasons it seems best to call upon each member of the Class for a definite subscription to be payable each year so that there will be created a Class fund that will always be available in case of necessity or in the future to be devoted to some Class memorial such as has been talked of upon a number of occasions. This annual contribution need not be large but it should come from EVERY MEMBER OF THE CLASS so that all may feel that they are doing their part for the common good. Some amount between one and five dollars a year, according to the inclination of the giver, if ALL CONTRIBUTE, will be ample to meet our current expenses and leave us a small balance each year. The coming year, the year of our Twenty-Five Year Reunion will involve considerable extra expense and it is hoped that the response to the enclosed card will be prompt and ample.

Fraternally yours,

Henry P. de Forest



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